

SCETC

SECURITY COOPERATION EDUCATION AND TRAINING CENTER

SECURITY COOPERATION EDUCATION AND TRAINING DESKTOP GUIDE

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UNITED STATES MARINE CORPS
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5001

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From: Director, Security Cooperation Education and Training Center

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Subj: SECURITY COOPERATION EDUCATION AND TRAINING

1. The aim of the Security Cooperation Education and Training Center is to strengthen alliances while enhancing Marine Corps interoperability across the globe. This is guided by the goals and objectives in the Defense Security Cooperation Guidance and Marine Corps Strategy 21.
2. The key to this effort is the development of long term relationships based on shared values, an understanding of the role of the military in a democracy, and operational competence. Whether assigned as an instructor at a Marine Corps school, a member of a training assistance team or as a Unit Advisor, the cornerstone of our effectiveness will always be the abilities of the individual Marine.
3. By combining an expeditionary culture, operational competence, and a values-based leadership focus, the United States Marine Corps is ideally suited to meet the expectations of our international counterparts and the full spectrum of security cooperation demands of the 21st Century.

W. L. SMITH

Colonel, United States Marine Corps

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Chapter 1 General Information

The Marine Corps Vision







America's Marines stand ready to answer the call in the 21st century.

As the premier expeditionary "Total Force in Readiness," the Marine Corps will be tailored to answer the Nation's call, at home or abroad.

Opportunities and challenges in the world's littoral regions will increase America's reliance on the continuous forward presence and sustainable maritime power projection of Naval expeditionary forces. Those forces will promote national interests, influence vital regions, and fight and win the nation's battles.

The Marine Corps will enhance its strategic agility, operational reach, and tactical flexibility to enable joint, allied, and coalition operations and interagency coordination. These capabilities will provide the geographic combatant commanders with scalable, interoperable, combined-arms Marine Air-Ground Task Forces (MAGTFs) to shape the international environment, respond quickly to the complex spectrum of crises and conflicts, and gain access or prosecute forcible entry operations.

Fundamental to this vision, we will –

-  Make America's Marines to win the Nation's battles and create quality citizens.
-  Optimize the Corps' operating forces, support and sustainment base, and unique capabilities.
-  Sustain our enduring relationship with the U.S. Navy.
-  Reinforce our strategic partnerships with our sister Services.
-  Contribute to the development of joint, allied, coalition, and interagency capabilities.
-  Capitalize on innovation, experimentation, and technology.

As we have since 1775, the Marine Corps will stand ready to promote peace and stability and defeat our Nation's foes.¹



¹ *Marine Corps Strategy 21*

Core Values, Core Competencies, and Signature Characteristics



Core Values

**Honor
Courage
Commitment**



Core Competencies

Ready to Fight and Win

Every Marine and Marine unit is ready to rapidly task organize, deploy, and employ from CONUS or while forward-deployed to respond and contain crises or, if necessary, to immediately engage in sustained combat operations.

Expeditionary Culture

Marines are prepared to deploy into diverse, austere, and chaotic environments on short notice and accomplish assigned mission using our unique command, control and logistic capabilities to operate independently of existing infrastructure. These unique capabilities allow Marine units to enable joint, allied, coalition operations, and inter-agency coordination.

Combined-Arms Operations

Marines fight as air-ground task forces (MAGTF) – integrated organizations of air, ground, and logistic forces under a single commander. The MAGTF commander fights a single battle that unites and enhances the capabilities of his force, whose whole is exponentially greater than the sum of its parts.

Task Organized

MAGTFs provide combatant commanders with forces that are tailored to meet specific mission requirements from forward presence and peacetime engagement to sustained operations ashore in a major theater war. Every MAGTF is a scalable force, possessing the ability for today's fight and to rapidly reconfigure based on a changing situation to provide the right force for the next fight.

Reserve Integration Expertise

Ready, rapidly responsive Marine Reserve forces are a vital part of the Marine Corps and provide depth, flexibility, and sustainment. They are fully integrated into the active forces for mission accomplishment across the complex spectrum of crises and conflicts.

Forcible Entry From the Sea

Together, the Navy and Marine Corps provide the Nation with its primary capability to project and sustain power ashore in the face of armed opposition. Amphibious forces reinforced, if required, by maritime prepositioning forces allow the United States global access to protect our interests and reassure allies that we have the ability to come to their aid.

Marines are Naval in Character

In customs, traditions, and language, the Marine Corps' heritage and future are tied closely to the Navy. We are equally at home ashore or afloat, in combat, or in other expeditionary operations.

Joint Competency

Whether first-on-the scene, part of, or leading a joint or multinational force, Marines instinctively understand the logic and synergy behind joint and multinational operations. Based on our experience operating as combined-arms, multidimensional MAGTFs, Marines seamlessly integrate into and operate as part of a joint or multinational force.²

Signature Characteristics of Our Vision

- The Nation's Premier Expeditionary "Total Force in Readiness"
- Capable of a Multitude of Missions Across the Spectrum of Conflict
- Shall Perform Such Other Duties as the President May Direct
- Scalable to Meet Combatant Commanders' Requirements
- Enable Joint, Allied, and Coalition Operations



² Marine Corps Strategy 21

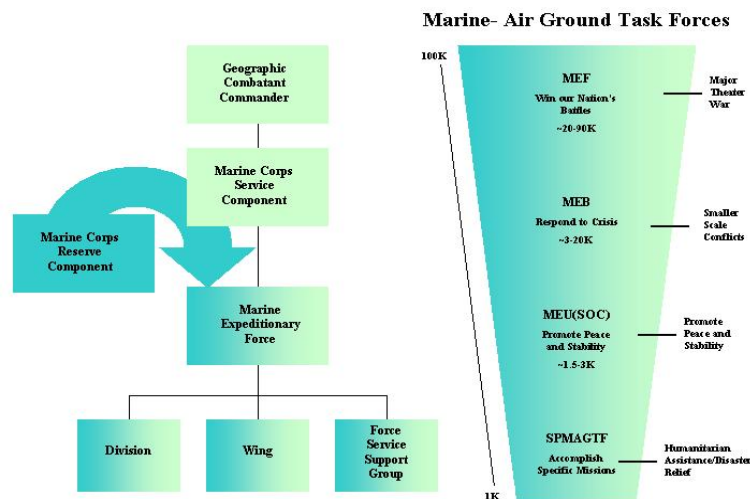
The Premier Expeditionary “Total Force in Readiness”

Scalable Marine Forces

Throughout our Nation’s history Marines have responded to national and international brushfires and crises and, when necessary, war. The Marine Corps operates as Marine Air-Ground Task Forces (MAGTFs), integrated, combined-arms forces that include air, ground, and combat service support units under a single commander. MAGTFs are organized, trained, and equipped from the operating forces assigned to Marine Corps Forces, Pacific; Marine Corps Forces, Atlantic; and Marine Corps Forces, Reserve. The Commanders of Marine Corps Forces Pacific and Atlantic provide geographical combatant commanders with scalable MAGTFs that possess the unique ability to project mobile, reinforceable, sustainable combat power across the spectrum of conflict. Marine Corps Forces, Reserve provides ready and responsive Marines and Marine Forces who are integrated into MAGTFs for mission accomplishment.



Marine Expeditionary Forces (MEFs) are task-organized to fight and win our Nation’s battles in conflicts up to and including a major theater war. **Marine Expeditionary Brigades (MEBs)** are task-organized to respond to a full range of crises, from forcible entry to humanitarian assistance. They are our premier response force for smaller-scale contingencies that are so prevalent in today’s security environment. **Marine Expeditionary Units (Special Operations Capable) (MEU [SOC]s)** are task-organized to provide a forward deployed presence to promote peace and stability and are designed to be the Marine Corps’ first-on-the-scene force. **Special Purpose MAGTFs** are task-organized to accomplish specific mission including humanitarian assistance, disaster relief, peacetime engagement activities, or regionally-focused exercises. **MAGTFs** along with other Marine Corps unique forces, such as Fleet Anti-Terrorism Security Teams (FASTs) and the Chemical Biological Incident Response Force (CBIRF), represent a continuum of response capabilities tethered to national, combatant commander, and naval requirements. Whether coming from amphibious ships, marrying up with maritime prepositioning ships, arriving via strategic airlift, responding to terrorist attacks, or handling calls for consequence management, they provide a scalable and potent response.



Forward-deployed MEUs serve as advance echelons of MEBs, which in turn serve as advance echelons of MEFs.³

³ Marine Corps Strategy 21

Marine Corps Security Cooperation Education and Training Overview

Education and training is a key element of security cooperation. It directly supports our National Security Strategy and our National Military Strategy and is a major component of each regional Combatant Commander's Theater Security Cooperation Plan.

Security cooperation education and training encompasses a wide variety of programs. These range from the traditional security assistance programs provided under Title 22 (22 U.S.C.) authority to international training provided under Title 10 (10 U.S.C.) authority.

Traditional security assistance programs provided under Title 22 include the International Military Education and Training (IMET) Program and education and training provided through either Foreign Military Sales (FMS) or Foreign Military Financing (FMF) procedures. Title 22 also provides for the reciprocal exchange of education and training and for the drawdown of defense military education and training.

International training provided under Title 10, but using security assistance programming procedures, includes such programs as Counter-Drug Training Support (Section 104 of Public Law 101-510) and the Regional Defense Counter-Terrorism Fellowship Program (Section 8125 of Public Law 107-117).

Other Title 10 programs such as Combatant Commander Initiatives (10 U.S.C. 166a) also provide international training that is a part of overall security cooperation efforts.

Table C10.T1 of the *Security Assistance Management Manual* (DoD 5105.38-M) provides a comprehensive listing of these programs and their legislative authority.

The Marine Corps provides education and training under all of these programs, and a variety of others, in accordance with policies derived from U.S. statutes, Presidential directives, and State and Defense Department policies.

Policy oversight for all Marine Corps security cooperation programs resides at Headquarters Marine Corps with the Deputy Commandant for Plans, Policies, and Operations (D/C, PP&O). International training and education management and execution is the responsibility of the Commanding General, Training and Education Command. The Security Cooperation Education and Training Center (SCETC) accomplishes the day-to-day management of Marine Corps security cooperation education and training on behalf of the Commanding General.

In executing its mission of security cooperation education and training management, SCETC is the clearinghouse for all requests for such training from international customers.

Since 1943, the earliest date for which records exist, the Marine Corps has provided education and training to over 7,500 international military students who have attended approximately 10,000 individual courses at Commands and Detachments throughout the Corps.



Security Cooperation Education and Training Center

The mission of the Security Cooperation Education and Training Center (SCETC) is to manage and coordinate Marine Corps education and training programs in support of U.S. security cooperation efforts and to enhance the Marine Corps' ability to operate with allied and coalition partners.

Functions

SCETC executes three primary functions in support of the Department of Defense's Security Cooperation Guidance and the Regional Combatant Commander's Theater Security Cooperation Plans.

- Plan, coordinate, administer, and track all CONUS-based Marine Corps education and training programs for international students
- Plan, source, prepare, deploy, sustain, and redeploy security cooperation teams to execute OCONUS missions not sources from operating forces.
- Provide a link to Governmental and Non-Governmental organizations in support of USMC efforts in Humanitarian Assistance Operations

Tasks

Specified tasks accomplish the full range of education and training related to both Security Assistance and programs in support of Combatant Commanders' Theater Security Cooperation Plans.

- Security Assistance tasks include education and training programs, provided both in CONUS schools and by deployed training assistance teams, related to:
 - Foreign Military Sales (FMS)
 - Foreign Military Financing (FMF)
 - International Military Education and Training (IMET)
 - Transfer of Excess Defense Articles (EDA)
- Combatant Commander Initiatives not executed by operational forces may include:
 - Training Assistance Teams
 - Unit Level Advisors
 - CONUS Familiarization Visits
 - Counter-Drug Training Support
 - Education and training provided under Regional Defense Counter-Terrorism Fellowship (RDCTF) Program



Security Cooperation Education and Training Center Points of Contact

Message Address:	CG TECOM QUANTICO VA//SCETC//	
E-mail Addresses:	<u>last name, first & middle initial@tecom.usmc.mil</u> (unless otherwise noted)	
Mailing Address:	Director Security Cooperation Education and Training Center (C 466) Training and Education Command 3300 Russell Road Quantico, VA 22134-5001	
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Ms. Cammie Herriman	Budget Analyst	2880
Mr. John Johnson	Logistics Specialist	4775

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Marine Corps Rank Insignia

Officer



General
O-10



Lieutenant General
O-9



Major General
O-8



Brigadier General
O-7



Colonel
O-6



Lieutenant Colonel
(silver)
O-5



Major
(gold)
O-4



Captain
(silver)
O-3



First Lieutenant
(silver)
O-2



Second Lieutenant
(gold)
O-1

Warrant Officer



Chief Warrant Officer Five
(silver)
W-5



Chief Warrant Officer Four
(silver)
W-4



Chief Warrant Officer Three
(silver)
W-3



Chief Warrant Officer Two
(gold)
W-2



Warrant Officer
(gold)
W-1

Enlisted



Sergeant Major of the Marine Corps
E-9



Sergeant Major
E-9



Master Gunnery Sergeant
E-9



First Sergeant
E-8



Master Sergeant
E-8



Gunnery Sergeant
E-7



Staff Sergeant
E-6



Sergeant
E-5



Corporal
E-4



Lance Corporal
E-3



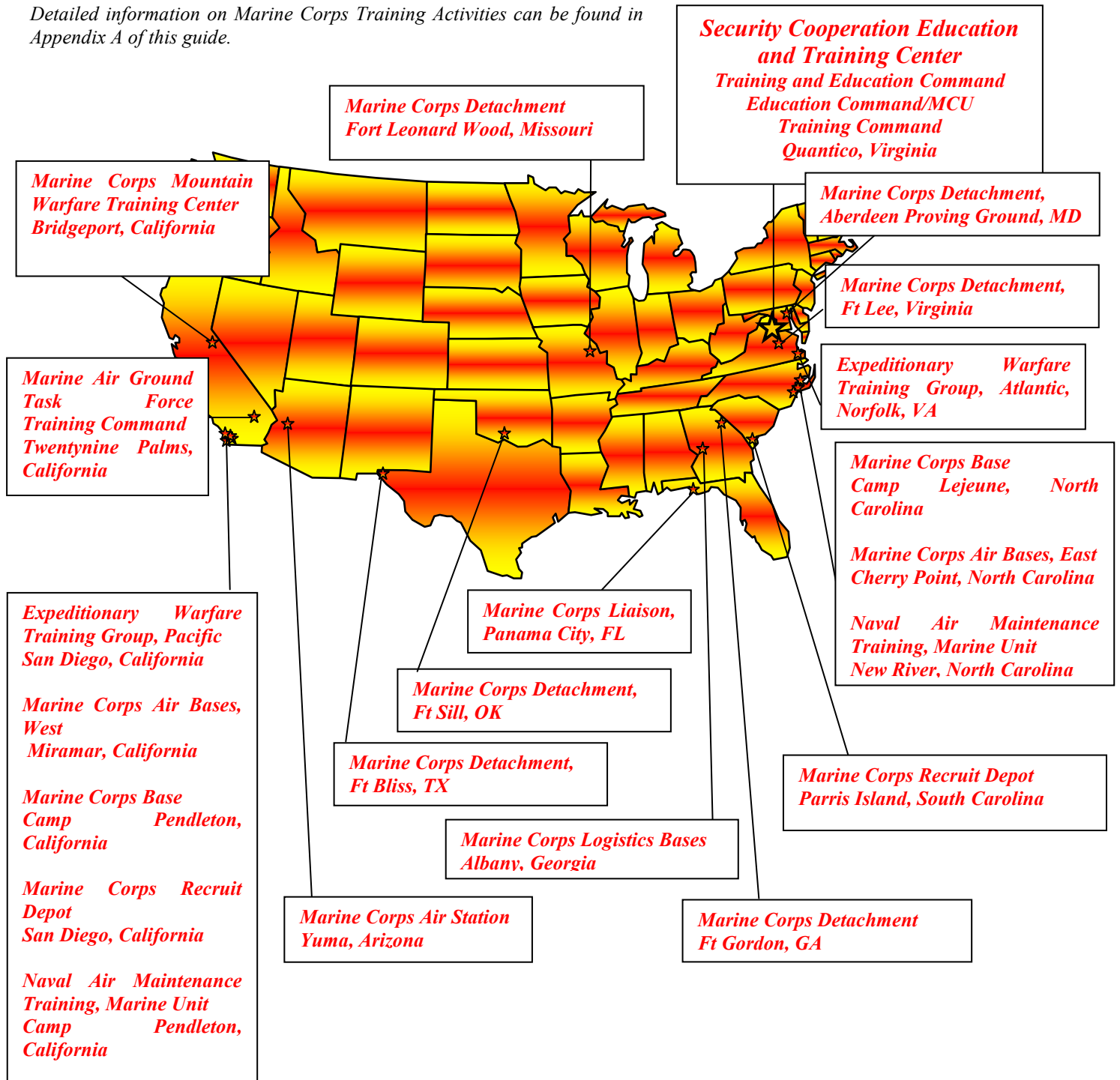
Private First Class
E-2

No Insignia

Private
E-1

Marine Corps Training Activities

Detailed information on Marine Corps Training Activities can be found in Appendix A of this guide.



Guidance on Training Requirements for International Military Students (IMS)

This guidance is applicable to IMS participating formal courses of instruction and Marine Corps commands and activities. It does not apply to foreign personnel aboard Marine Corps installations under the Personnel Exchange Program, Foreign Liaison Officers, or foreign guests on self-invited visits. This guidance was derived from applicable security cooperation regulations and policies established by higher headquarters. Questions on any part of this guidance should be directed to the appropriate program manager at SCETC.

With few exceptions, IMS should complete the same course requirements as U.S. counterparts.

Classified instruction is released to IMS only in accordance with applicable regulations and disclosure authorities, and is on a need-to-know basis. SCETC through CMC coordinates annual review of classified instruction for all USMC formal courses. Additional information on providing classified instruction to IMS can be found in Chapter 2 of this *Guide* or in SECNAVINST 5510.34.

IMS are required to participate in physical training when physical training is part of the course curriculum. IMS are encouraged, but not required, to participate in physical training in all other courses.

IMS will complete all course requirements, including field training exercises and blocks of instruction that may appear to pertain only to U.S. students. Course developers are encouraged to contact SCETC if blocks of instruction are judged to be of doubtful value to IMS prior to excluding international students from that portion of a curriculum.

IMS must meet all course prerequisites except service retainability. Only CG TECOM (through Director, SCETC) has authority to grant or deny waivers for any prerequisites, including rank and English Comprehension Level (ECL). Waivers are normally granted or denied based on recommendations from the school commanding officers or directors. IMS should not begin training without approved waivers. The ECL is particularly important when training is considered hazardous.

IMS should not pass a course simply because they are IMS. Schools should award diplomas only when established standards are met. The International Military Student Officer (IMSO) and the training departments must ensure IMS understand the standards. In accordance with the Joint Security Assistance Training (JSAT) regulation, numerical grades should not be the only determining factors involved in deciding whether to grant a diploma. The determining factor is whether the student can satisfactorily accomplish the objectives for which he or she was trained. Application, practical effort, and demonstrated understanding should be taken into account. Standards are not compromised by allowing IMS additional time to complete written exams, oral exams in lieu of written exams, or by allowing IMS to use dictionaries. If training deficiencies are identified, guidance is contained in the JSAT for awarding alternate completion or attendance certificates or letters. Counseling and disenrollment procedures are also outlined in the JSAT and Chapter 4 of this *Guide*.

IMS attend class on the same basis as U.S. personnel. Unexcused absences and tardiness are not acceptable. Each country sending students to CONUS education and training is authorized to select two country unique holidays per year for its students. However, there is no requirement to excuse IMS from class on the designated holidays. If performance in class is not adequate or critical instruction is being provided, students should not be excused. IMS should not normally be granted days off to commemorate country or religious unique events in addition to the two authorized holidays. The IMSO at each installation should ensure that course directors have holiday information that is updated annually.

There is no requirement to excuse IMS from class for religious reasons. If a school commanding officer or director wishes to set a policy to accommodate IMS, an additional half-hour to an hour in conjunction with lunch may be locally authorized, depending on the training schedule. Flexibility for significant religious holidays and prayer is encouraged. However, dismissing IMS from class on a regular basis for time periods in excess of one hour is discouraged. IMS should never be dismissed from class to the detriment of training. This guidance applies to all religions.

IMS must comply with Marine Corps and school policies including discipline, honor codes, fraternization, and sexual harassment. IMS are subject to all local, states, and federal laws unless diplomatic immunity is verified through the State

Department; however, IMS are not subject to the UCMJ. Chapter 10 of the JSAT and Chapter 4 of this *Guide* provide detailed guidance on disciplinary actions applicable to IMS.

Education and training is the primary reason countries send their IMS to the Marine Corps to attend a program of instruction. However, participation in the Informational Program (IP) is second in importance only to education and training. When possible, instructors are encouraged to allow IMS to be excused from class to participate in official IP functions. Participation in IP functions is voluntary. However, each installation or schoolhouse is required to have a program in place. Detailed guidance on the execution of IP is found in Chapter 4 of this *Guide*.



English Language Comprehension Level (ECL) and Oral Proficiency Interview (OPI) Exemption Lists

The following provides the FY 04 ECL and OPI country exemption lists based on review by the Combatant Commands, Services, Defense Language Institute English Language Center, and Defense Security Cooperation Agency.

The following 22 countries are exempt from in-country and CONUS ECL testing: Antigua, Australia, Bahamas, Barbados, Belize, Brunei, Canada, Dominica, Grenada, Guyana, India, Ireland, Jamaica, Malta, Mauritius, New Zealand, Singapore, St. Kitts, St. Lucia, St. Vincent, Trinidad, and the United Kingdom.

The following 38 countries are exempt from in-country ECL testing: Austria, Bangladesh, Belgium, Botswana, Denmark, Fiji, Finland, France, Gambia, Germany, Ghana, Iceland, Israel, Italy, Kenya, Luxembourg, Malawi, Malaysia, Netherlands, Nigeria, Norway, Pakistan, Papua New Guinea, Philippines, Sierra Leone, Solomon Islands, South Africa, Sri Lanka, Suriname, Swaziland, Sweden, Switzerland, Tonga, Uganda, Vanuatu, Samoa, Zambia, and Zimbabwe. Note: Student Invitational travel order (ITO) should be appropriately marked to indicate exemption from in-country ECL testing and requirement that the student be administered an entry ECL test upon arrival at the first training installation in CONUS. In-country ECL testing may be required for critical courses or if a specialized English training (set) waiver is requested.

Following 46 countries have a 55-ECL exemption: Afghanistan, Albania, Algeria, Angola, Armenia, Azerbaijan, Benin, Bosnia, Bulgaria, Burkina Faso, Burundi, Cambodia, Cape Verde, Central African Republic, Comoros, Congo (Brazzaville), Congo (Kinshasa), East Timor, Eritrea, Ethiopia, Gabon, Georgia, Guinea, Guinea-Bissau, Haiti, Iraq, Kazakhstan, Kyrgyzstan, Laos, Macedonia, Madagascar, Mali, Mauritania, Mongolia, Mozambique, Niger, Russia, Rwanda, Serbia-Montenegro, Sao Tome, Tajikistan, Togo, Turkmenistan, Uzbekistan, Vietnam and Yemen.

Additional policy guidance is provided for the English Language Comprehension Level (ECL) test and the Test of English-as-a-Foreign-Language (TOEFL):

- Students from countries listed above that are exempt from all ECL Testing requirements or in-country ECL screening must continue to demonstrate successful English Language performance during training or country exemption will be withdrawn.
- Cancellation charges will be applied when students fail to meet the prerequisite ECL on CONUS direct entry ECL tests which results in rescheduling or cancellation of the direct entry training due to language deficiency. Cancellation charges will also be applied when students attending English Language training at DLIELC fail to meet the language requirement for follow training, resulting in rescheduling or cancellation of the follow-on training.
- Countries exempt from the minimum 55 ECL score for DLIELC entry should make every effort to establish a minimum 55 ECL capability. Countries that are not able to purchase appropriate English language equipment and materials to develop an in-country ability to reach a 55 ECL due to a small IMET program or other considerations for which it would not be economically feasible, will remain on the exemption list. Combatant commands are required to present NLT 30 October each year, a proposed plan of action to update the exemption lists for CONUS and in-country testing. This plan will be submitted to DLIELC and forwarded to DSCA. The goal is the eventual graduation of countries from the exemption list or the development of appropriate justifications for countries remaining on the exemption list.
- Students from countries not reflected on the above exemption lists must have the minimum 55 ECL before attending English language Training at DLIELC.
- SAOs have the option of conducting ECL testing regardless of country exemption if concerned with the student's capabilities.

The following 22 countries are exempt from an OPI requirement: Antigua, Australia, Bahamas, Barbados, Belize, Brunei, Canada, Dominica, Grenada, Guyana, India, Ireland, Jamaica, Malta, Mauritius, New Zealand, Singapore, St. Kitts, St. Lucia, St. Vincent, Trinidad, and the United Kingdom.

The following 17 countries are exempt from an in-country OPI testing: Austria, Belgium, Botswana, Denmark, Finland, France, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, Germany, Greece, Israel, Sweden, and Switzerland.

The following policy guidance is provided for the oral proficiency Interviews (OPI):

- Students from countries listed above as exempt from an OPI requirement must continue to demonstrate successful proficiency skills during training or country exemption will be withdrawn.
- Countries exempt from in-country OPI testing need to ensure their students are language qualified. The appropriate cancellation charge will be applied to the training when students fail to qualify on direct entry OPI testing which results in a rescheduling or cancellation of training.
- As with ECL testing, SAO's have the option of requiring OPI testing regardless of country exemption if concerned with student capabilities.



IMET Living Allowance Rates

Ref: SECDEF WASHINGTON DC//USDP-DSCA//141441Z APR 03 – Effective 1 Oct 03*

DSCA 03-1

(*1 Jun 03 for Designated Professional Military Education Schools)

Status	Lodging	Daily Rates Meals	Incidentals	Notes
GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE NOT AVAILABLE AND MESS IS NOT AVAILABLE	ACTUAL COST OF LODGING	JFTR LOCAL MEAL RATE	\$11 SPECIAL IMS INCIDENTALS	NTE MAX LODGING AUTHORIZED IN JFTR; IMS MUST SHOW PROOF OF RENTAL AGREEMENT OR LODGING RECEIPT
GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE AND MESS IS NOT AVAILABLE	ACTUAL COST OF LODGING	JFTR LOCAL MEAL RATE	\$11 SPECIAL IMS INCIDENTALS	NTE MAX LODGING AUTHORIZED IN JFTR
GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE AND MESS IS AVAILABLE	ACTUAL COST OF LODGING	JFTR GOV'T MEAL RATE	\$11 SPECIAL IMS INCIDENTALS	
IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE AND ONE OR TWO MEALS ARE AVAILABLE	ACTUAL COST OF LODGING	JFTR PROPORTIONAL MEAL RATE	\$11 SPECIAL IMS INCIDENTALS	
QUARTERS AND MESS ARE AVAILABLE AND FREE OF CHARGE			\$11 SPECIAL IMS INCIDENTALS	
QUARTERS AND MESS ARE AVAILABLE AND FREE OF CHARGE (ABOARD SHIP)		JFTR GOV'T MEAL RATE	\$11 SPECIAL IMS INCIDENTALS (FOR BOTH OFFICER AND ENLISTED)	
GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE AND IMS CHOSE TO LIVE OFF BASE	\$0	\$0	\$0	
GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE NOT AVAILABLE AND DEPENDENTS ARE ENCOURAGED	ACTUAL COST OF LODGING	JFTR LOCAL MEAL RATE	\$11 SPECIAL IMS INCIDENTALS	AVAILABILITY OF QUARTERS BASED ON AVAILABILITY OF GOV'T FAMILY HOUSING; SEE NOTE 6 BELOW FOR QUALIFIED COURSES; NTE MAX LODGING AUTHORIZED IN JFTR; IMS MUST SHOW PROOF OF RENTAL AGREEMENT AND CERTIFY THAT DEPENDENTS WILL RESIDE WITH IMS FOR AT LEAST 75% OF THE COURSE DURATION

GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE, MESS IS NOT AVAILABLE, AND DEPENDENTS ARE ENCOURAGED	ACTUAL COST OF LODGING	JFTR LOCAL MEAL RATE	\$11 SPECIAL IMS INCIDENTALS	SEE NOTE 6 BELOW FOR QUALIFIED COURSES; NTE MAX LODGING AUTHORIZED IN JFTR
GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE, MESS IS AVAILABLE, AND DEPENDENTS ARE ENCOURAGED	ACTUAL COST OF LODGING	JFTR LOCAL MEAL RATE	\$11 SPECIAL IMS INCIDENTALS	AVAILABILITY OF QUARTERS BASED ON AVAILABILITY OF GOV'T FAMILY HOUSING; SEE NOTE 6 BELOW FOR QUALIFIED COURSES
IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE, ONE OR TWO MEALS ARE AVAILABLE, AND DEPENDENTS ARE ENCOURAGED	ACTUAL COST OF LODGING	JFTR LOCAL MEAL RATE	\$11 SPECIAL IMS INCIDENTALS	AVAILABILITY OF QUARTERS BASED ON AVAILABILITY OF GOV'T FAMILY HOUSING; SEE NOTE 6 BELOW FOR QUALIFIED COURSES
BACHELOR GOV'T OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE AND DEPENDENTS ARE NOT ENCOURAGED/AUTHORIZED. BUT THE IMS CHOOSES TO BRING HIS DEPENDENTS AND RESIDES OFF BASE	\$0	\$0	\$0	
AN IMS FROM ONE COUNTRY IS ATTENDING A REGIONAL MOBILE EDUCATION AND TRAINING (MET) COURSE IN ANOTHER COUNTRY	ACTUAL COST OF LODGING	MEALS IN ACCORDANCE WITH THE JFTR	APPLICABLE OCONUS INCIDENTALS	NTE MAX LODGING AUTHORIZED IN JFTR

NOTES

- (1) If government quarters are not available, a statement of non-availability or equivalent must be issued to the IMS (and filed with voucher) and JFTR rates equal to those authorized for US personnel will be authorized for IMS. In addition, a special incidental rate of \$11 per day is authorized for IMS. Quarters available means that USG quarters or contracted government quarters were either furnished or made available. If the IMS elects not to reside in government quarters or contracted government quarters and government quarters or contracted government quarters are available, the IMS will not be authorized to be paid living allowances (lodging, food or incidentals) through security cooperation programs. For IMS currently attending training in the US that elected to reside off-base/post under the old 1999 TLA policy, the IMS will be authorized to continue to receive TLA at 1999 TLA policy rates until their current line of training is completed and the IMS has returned home. However, if the IMS is scheduled for follow-on training at a different training location, the TLA rates in DSCA 03-1 (*above*) will apply at the new training location. Mess available means three meals per day are available in a USG mess, whether or not actually consumed. In overseas areas including Hawaii, where USG quarters and mess are not available, the rates authorized are equal to those authorized for US personnel in the JFTR. When an IMS from one country is attending a regional mobile education course or training course in another country, the actual cost for lodging and meals will not exceed maximum authorized in the JFTR.
- (2) When TLA is authorized, the travel allowance rate includes the day of departure from home country to the day of arrival at, and day of departure from each training installation, and the day of arrival at home country. TLA rates while the IMS is on travel status including unscheduled delays are based on rates equal to those in the JFTR for US personnel. In most cases, the IMS will not receive their first TLA payment until they have been in CONUS for two weeks; therefore, the SAO is encouraged to advance IMS sufficient funds in United States dollars to meet all expenses while IMS is enroute to include two weeks advance TLA. Any such advances shall be annotated in the special conditions block of the ITO to prevent duplicate payment of entitlements at CONUS training activities.
- (3) When IMS is scheduled to attend training for five (5) weeks or less, the SAO is authorized to purchase roundtrip transportation and to pay IMS total authorized living allowance entitlements at the time of departure. GTR # and amounts paid for transportation and living allowances will be annotated in the special conditions block of the ITO to prevent duplicate payment of entitlements.
- (4) If the duration of training at the last training installation is two (2) weeks or less, and/or the last training installation has no means of

paying the IMS, the IMSO at the next-to-last training installation will arrange for advance payment of travel and living allowance for that period of time to the day of arrival at the next follow-on training installation or country. Except for periods of leave, the IMS ITO will be endorsed in the special conditions block to identify the period of time for which advanced living and travel allowances were made.

- (5) If it is determined that an IMS who has departed CONUS or overseas training activity was overpaid in CONUS or at the overseas activity, no attempt will be made to collect the overpayment from the IMS. The implementing agency concerned will determine whether a funding adjustment via the security cooperation training program is necessary for the training concerned.
- (6) The IMS is encouraged by DoD to bring dependents only to the following courses:
 - Army War College
 - Army Command and General Staff College at both Fort Leavenworth and
 - The Western Hemisphere Institute for Security Cooperation (WHINSEC)
 - Sergeants Major Academy
 - National Defense University
 - The Inter-American Defense College
 - Air War College
 - Air Command And Staff College
 - Squadron Officer School
 - Graduate Programs At The Air Force Institute Of Technology
 - Naval Command College
 - Naval Staff College
 - Graduate Programs At Naval Postgraduate School
 - USMC Command And Staff College**
 - USMC Expeditionary Warfare School**
 - USMC School Of Advanced Warfighting**
 - Armed Forces Staff College

An IMS scheduled to attend any of the above listed courses may also bring dependents for prerequisite courses, follow-on courses, and authorized leave periods. TLA is not authorized for leave periods before or following completion/ termination of training. IMS are not encouraged to bring dependents to any other courses. The with dependent TLA rate is intended/authorized when the dependents reside with IMS for the majority (75%) of the course duration. The with dependent TLA rate is not intended/authorized for IMS with dependents who come only for periodic visits.
- (7) Accompanied students living off base attending courses where dependents are encouraged by DoD (see note 6 above) may draw a living allowance advance upon arrival in CONUS of an amount not to exceed 10 percent of their total maximum living allowance authorized at a particular location. The student living allowance drawn during the period of training will be adjusted to ensure that the amount of the advance is fully recovered before the student completes training at that location.
- (8) When an IMS is authorized the with dependent TLA rate and is subsequently hospitalized, the with dependent TLA rate shall continue to be paid.
- (9) Living allowance for leave periods before or following completion/termination of training is not authorized. Leave with living allowance may be granted during periods of class breaks, authorized holidays, and between consecutive courses.
- (10) Guest instructors assigned to WHINSEC, IAAFA or NAVSCIATTS will be paid a living allowance based upon the installation's government quarters or government contracted quarter's rates by grade and a standard subsistence allowance regardless of rank. Guest instructors' allowances are paid out of the military services operations and maintenance account, not security assistance training programs.

Chapter 2 Course Information

FY04 Military Articles and Services List (MASL)

Detailed course descriptions for courses highlighted in *blue* can be found in Appendix B.

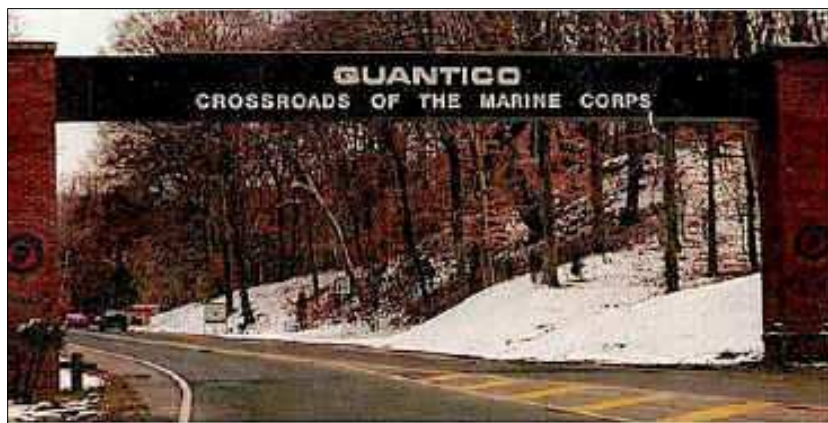
MASL	COURSE DESCRIPTION (TITLE)	LOCATION	ACT CDE	S C	ECL SET	COURSE ID	DUR DAYS ^{Note 1}	PREREQ COURSE
P113455	AH-1W PILOT REFRESHER TRNG	HMT303 CAMP PEND	HMP	U	80SR		47	P113802
P113800	AH-1W INST UNDER TRNG (IUT)	HMT303 CAMP PEND	HMP	U	80SR		60	
P113801	AH-1W POST MT CK FLT PILOT	HMT303 CAMP PEND	HMP	U	80SR		26	
P113802	AH-1W PILOT COMBAT CAPABLE	HMT303 CAMP PEND	HMP	U	85SO		152	
P115040	KC-130 IUT PILOT	MAG 14 CHERPT NC	MNB	U	85SO		78	
P115041	KC-130 IUT NAVIGATOR	MAG 14 CHERPT NC	MNB	U	85SO		9	
P119045	CH-53 SIMU TRNG	CG MCB HAWAII	MCK	U	80SA		5	
P119314	AV8B SIMULATOR TRA USMC	MCAS YUMA AZ	MSY	U	80SA		5	
P119316	MISC USMC AVN TRNG	MAWTS-1, YUMA AZ	MSY	S	80SA		VAR	
P119317	AV8B PLT COMBAT/CAPAB BS	MAG 14 CHERPT NC	MCC	S	85SO		278	
P119319	KC-130 SIMULATOR USMC	2ND MAW CHERRYPT	MCC	U	80SA		5	
P119332	AV8B PILOT FAM	2ND MAW CHERRYPT	MCC	S	80SO		53	
P119333	FLIGHT PROFICIENCY I	MAG 14 CHERPT NC	MCC	S	85SO		125	
P119342	FLT ENGR/CREW CHIEF OBS	COMCABWEST MIRAMAR CA	MCA	U	70		VAR	
P119343	FLT ENGR/CREW CHIEF OBS	2ND MAW CHERRYPT	MCC	U	70		VAR	
P119350	AV-8B SIMULATOR TRNG USMC	2ND MAW CHERRYPT	MCC	U	80SA		5	
P119352	AV-8B II PLUS DIFF SIMU TG	2ND MAW CHERRYPT	MCC	U	80SA		19	
P119353	AV-8B PILOT REFRESHER	2ND MAW CHERRYPT	MCC	S	85SO		30	
P119380	CH46E SIMU TRNG	COMCABWEST MIRAMAR CA	MCA	U	80SA		5	
P119381	KC-130 SIMU TRNG	COMCABWEST MIRAMAR CA	MCA	U	80SA		5	
P121008	INFANTRY OFFICER CRS USMC	EDCOM QUANTICO	QCO	U	80SA	M02RGU4	68	P179250
P121017	COMBAT ENGR NCO CRS	ENGRSCOL CAMP LEJ	MBE	U	70SA	M03ACS2	90	P121018
P121018	BASIC COMBAT ENGINEER	ENGRSCOL CAMP LEJ	MBE	U	70SA	M031302	43	
P121029	SUMMER MOUNTAIN LEADERS CR	MCMWTC BRIDGPORT	MCM	U	70	M24M7A1	49	
P121030	WINTER MOUNTAIN LEADER CR	MCMWTC BRIDGPORT	MCM	U	70	M24M7B1	49	
P121034	INFANTRY SQUAD LEADER	SOI, CAMP LEJ	MSG	U	70	M03M3X4	52	
P121035	INFANTRY SQUAD LEADER	SOI, CAMP PEN	SIW	U	70	M10M3X2	52	
P121036	INFANTRY PLATOON SERGEANT	SOI, CAMP LEJ	MSG	U	70SA	M03M3W4	54	P121034
P121037	INFANTRY PLATOON SERGEANT	SOI, CAMP PEN	SIW	U	70SA	M10M3W2	54	P121035
P121039	COMBAT SERVICE SPT CHIEF	MARCORCBTSVCSPTSCOL	MSL	U	70	M03LBC7	43	
P121802	COMBAT ENGR OFFICER USMC	ENGRSCOL CAM LEJ	MBE	U	70	M03ACC2	95	
P121855	LIGHT ARMORED VEH OFF/SNCO	SOI, CAMPEN	SIW	U	70SA	M10H3W2	42	Note 2
P122002	LOW ALTITUDE AIR DEFENSE OFF	MARCORDET FT BLISS, TX	MTX	U	70SA	A042141	42	
P122282	60/81MM MORTAR COURSE	1STMARDIV, CAMPEN	MFD	U	70		13	
P122295	ARTILLERY OPS CHIEF CRS	MARCOREP FT SILL OK	MOK	U	70	A204801	44	
P124111	BASIC SCOUT SWIMMER CRS	EWTPAC, SDIEGO CA	EWP	U	80	N30L8K1	14	
P124118	TEAM EMBARKATION OFF/ASST	MARCORCBTSVCSPTSCOL	MSL	U	80		28	
P124300	BASIC RECONNAISSANCE CRS	EWTPACSDIEGO CA	EWP	U	80	N30AHK1	69	
P124315	FIRE SUPPORT MAN	EWTPACSDIEGO CA	EWP	U	70	N3013U1	19	
P124326	RECON MARINES AWAITING TRNG	EWTPAC SDIEGO CA	EWP	U	80		12	
P124354	BASIC LOGISTICS/EMBARK SPEC	MARCORCBTSVCSPTSCOL	MSL	U	75	M0304H7	35	
P124355	LOGISTICS OFFICER	MARCORCBTSVCSPTSCOL	MSL	U	70	M03LAV7	85	
P124502	BASIC RECONNAISSANCE CRS	EWTLANT NORVA	EWL	U	80	N03AHK1	69	
P124513	SPECIAL OPS SPOTTER	EWTLANT NORVA	EWL	U	80	N03L8L1	5	
P124514	TACTICAL AIR CTRL PARTY	EWTLANT NORVA	EWL	S	80SR	N036741	15	
P124516	RECON MARINES AWAITING TRNG	EWTLANT NORVA	EWL	U	80		24	
P124520	TACTICAL AIR CTRL PARTY	EWTPAC SDIEGOCA	EWP	U	80SR	N30AHK1	15	
P124801	ASSAULT AMPHIBIAN UNIT LDR	AAS BN, CAMP PEN	MAB	U	70SA	M1018C3	64	P144002
P124851	USMC COMBATANT DIVERS CRS	PANAMA CITY, FL	UNK	U	80SO	N20L6H1	47	
P131805	ELECTRONICS BASIC	COMM-ELEC SCOL	MBT	U	70SR	M092721	73	
P131806	ELECTRICIAN BASIC	ENGRSCOL CAMP LEJ	MBE	U	70SA	M0311B2	50	
P131808	ELECTRICAL EQUIPMENT REPMN	ENGRSCOL CAMP LEJ	MBE	U	70SA	M03UAA2	100	
P132201	C4 PLANNING OFFICER'S COURSE	EDCOM QUANTICO	QCO	U	80SA		74	
P132205	C4 PLANNING CHIEF'S COURSE	EDCOM QUANTICO	QCO	U	80SA		88	

Notes

- 1 Duration days = **Calendar days**
- 2 P179250, P121008, P121036 or P121037 prerequisite for P121855

MASL	COURSE DESCRIPTION (TITLE)	LOCATION	ACT CDE	S C	ECL SET	COURSE ID	DUR DAYS ^{Note 1}	PREREQ COURSE
P132818	AIR SUPPORT CONTROL OFF	COMM-ELEC SCOL	MBT	U	80SR	M09T0A1	62	
P132819	AIMS MAINT/RADAR FUND	COMM-ELEC SCOL	MBT	U	70SR	M0924X1	70	P131805
P132825	FIELD RADIO OPERATOR CRS	COMM-ELEC SCOL	MBT	U	80SR	M0925U1	56	
P132826	AVIATION RADAR REPAIR	COMM-ELEC SCOL	MBT	U	80SR	M0966V1	136	P132819
P132850	GROUND RADIO INTERM REPAIR	COMM-ELEC SCOL	MBT	U	70SR	M09DSL1	83	P131805
P132851	GROUND/DATA COMM MT TECH	COMM-ELEC SCOL	MBT	U	80SR	M0927P1	136	P131805
P132852	ELECTRONIC TECHNOLOGY CRS	COMM-ELEC SCOL	MBT	U	80SR	M09DSK1	126	P131805
P132853	TEL SYS/PC INTER REPAIR	COMM-ELEC SCOL	MBT	U	80SR	M09DSE1	136	P131805
P132854	MICRO-AUTO TEST EQMT	COMM-ELEC SCOL	MBT	U	80SR	M09E2D1	68	P131805
P132855	WIRE CHIEF	COMM-ELEC SCOL	MBT	U	80SR	M09BNK1	65	
P132856	RADIO CHIEF	COMM-ELEC SCOL	MBT	U	80SR	M09BNL1	65	
P133003	AIR DEFENSE CONTROL OFF CRS	COMM-ELEC SCOL	MBT	U	80SR	M0972M1	82	
P136800	AN/ALQ-44 (V)1	VMAT-203 CHPT NC	VMA	S	70	C-102-4020	7	
P137351	GRND MOBILE FORCES SATCOM	CDR SIGCEN FT GORDON GA	BCP	U	80SA	A09CGK1	32	
P139400	COMM INFO SYSTEMS OFFICER	EDCOM QUANTICO	QCO	U	80SR	M02LC52	168	
P141150	ANX-72/APX-100 IFF IMA	VMAT-203 CHPT NC	VMA	U	70	C-102-4049	27	
P141155	ACFT BATT IN MAINTENANCE	VMAT-203 CHPT NC	VMA	U	70	C-600-3177	5	
P141532	AN/USM-406C E/E T/S O/I/M	VMAT 203 CHPT NC	VMA	U	70	C-102-4026	15	
P141533	AN/APR-39 (V) 1 RSDS I/MAINT	VMAT 203 CHPT NC	VMA	C	70	C-102-4019	10	
P141569	AV-8B ENGINE MECH MAINT	VMAT 203 CHPT NC	VMA	U	70	C-601-3893	80	
P141574	AN/AAR-47 MWS INT MAINT	VMAT 203 CHPT NC	VMA	U	70	C-102-3112	4	
P141585	AV-8B CONV WEAPONS LOADING	VMAT 203 CHPT NC	VMA	U	70	C-646-3893	15	
P141592	COMMAND INDOC	VMAT 203 CHPT NC	VMA	U	70	C-600-3601	2	
P141599	AV-8B AIRFRAMES INTEG O/M	VMAT 203 CHPT NC	VMA	U	70	C-603-9890	50	
P141754	WIRE BUNDLE REPAIR	HMT303 CAM PEN CA (FREST)	HMP	U	70	C-602-3357	5	
P141755	ELEC SYS INTER MAINT	HMT303 CAM PEN CA (FREST)	HMP	U	70	C-602-3358	8	
P141758	AH-1W NARCADS/T SYS INTER MT	HMT303 CAMPEN CA (FREST)	HMP	U	70	C-646-3362	13	
P141761	AH-1 COMM/NAV	HMT303 CAM PEN CA (FREST)	HMP	U	70	C-102-9354	24	
P141762	AH-1W PWRTRNS/ROTORS OMA	HMT303 CAM PEN CA (FREST)	HMP	U	70	C-601-9351	19	
P141763	AH-1 ELEC/STAB CTRL OMA	HMT303 CAM PEN CA (FREST)	HMP	U	70	C-602-9360	40	
P141764	AH-1W TOW HF C/D SYS OMA	HMT303 CAM PEN CA (FREST)	HMP	U	70	C-198-9351	6	
P141766	AH-1 COMBINED MAINTENANCE	HMT303 CAM PEN CA (FREST)	HMP	U	70	C-601-9352	8	
P141767	AIRFRAME SYS	HMT303 CAM PEN CA (FREST)	HMP	U	70	C-600-9363	22	
P141769	AH-1W NIGHT TARGET SYS	HMT303 CAM PEN CA (FREST)	HMP	U	70	C-104-3351	5	
P141795	HELO DYN COMP REP INT MAIN	HMT302 NEW RIVER NC	HMN	U	70	M05WPX3	47	
P142050	AVIA ORD SYS TECH CRS CORE	VMAT 203 CHPT NC	VMA	U	70	C-646-3111	20	
P142051	AVIA ORD SYS TECH CRS MEU ST	VMAT 203 CHPT NC	VMA	U	70	C-646-3112	21	
P143803	AUTO ORGANIZATIONAL MAINT	MARCORCBTSVCSPTSCOL	MSL	U	70SA	M0335H7	83	
P143830	BASIC MC INTER MAINT MGMT	MARCORCBTSVCSPTSCOL	MSL	U	70	M03LAD7	28	
P143831	AUTO INTERMEDIATE MAINT ENL	MARCORCBTSVCSPTSCOL	MSL	U	70	M0335C7	86	
P143832	MAINTENANCE MANAGEMENT CR	MARCORCBTSVCSPTSCOL	MSL	U	70	M030DM7	16	
P144001	ASSAULT AMPHIB REPAIR INTR	AAS BN, CAMP PEN	MAB	U	70SA	M10AHX3	91	P144803
P144002	ASSAULT AMPHIBIAN CREWMAN	AAS BN, CAMP PEN	MAB	U	70SA	M10AHY3	64	
P144802	ASSAULT AMPHIBIAN VEH OFF	AAS BN, CAMP PEN	MAB	U	70SA	M1018J3	76	
P144803	ASSAULT AMPHIB REPRMAN BAS	AAS BN, CAMP PEN	MAB	U	70SA	M1018Y3	98	
P144804	LIGHT ARMORED VEH REPAIRER	MCD ABERDEEN MD	MRM	U	80SA	A01GBD1	63	
P144805	LIGHT ARMORED VEH TECH	MCD ABERDEEN MD	MRM	U	70SA	A01GBH1	63	
P145185	SMALL CRAFT MECHANIC	ENGRSCOL CAMP LEJ	MBE	U	70SA	M03EAW2	113	
P145186	CMT RUBBER RECON CFT REP	ENGRSCOL CAMP LEJ	MBE	U	70SA	M03H4M2	28	
P145312	BULK FUEL SPECIALIST	MARCORDET, FLT LEE, VA	BCJ	U	70	A141351	17	
P147804	CONSTRUCTION EQUIPMENT REP	FT LEONARDWOOD MO	MDF	U	70SA		87	
P14JT01	OJT AV8B O/I LEVEL MAINT	VMAT 203 CHPT NC	VMA	U	70		VAR	
P14JT02	OJT AV8B INTER MAINTENANCE	MALS 14 CHPT NC	MLS	U	70		VAR	
P14JT80	OJT AVIA MAINT-USMC-CONF	VMAT 203 CHPT NC	VMA	C	70SA		VAR	
P151800	ADVANCED LOGISTICS OFFICER	EDCOM QUANTICO	QCO	S	80SA	M02L2F0	23	
P152100	NCO SUPPLY CRS	MARCORCBTSVCSPTSCOL	MSL	U	70	M0330G1	28	
P152260	ENLISTED WAREHOUSING BASIC	MARCORCBTSVCSPTSCOL	MSL	U	70		15	
P152801	GROUND SUPPLY OFFICER	MARCORCBTSVCSPTSCOL	MSL	U	70SA	M03C0G1	86	
P152803	GROUND SUPPLY CHIEF COURSE	MARCORCBTSVCSPTSCOL	MSL	U	70SA	M0330A1	42	
P152809	ENLISTED SUPPLY BASIC	MARCORCBTSVCSPTSCOL	MSL	U	70	M0330V1	30	

MASL	COURSE DESCRIPTION (TITLE)	LOCATION	ACT CDE	S C	ECL SET	COURSE ID	DUR DAYS	PREREQ <small>Note 1</small> COURSE
P155403	INFO SYS SPEC	COMM-ELEC SCOL	MBT	U	80SA	M09BND1	56	
P155410	DATABASE MGMT SYS SPEC	COMM-ELEC SCOL	MBT	U	80SR	M09D3M1	20	P155403
P155411	INFO SYSTEMS SECURITY MGR	COMM-ELEC SCOL	MBT	U	80SR	M09D3H1	14	
P155412	UNIX SYS ADMINISTRATOR	COMM-ELEC SCOL	MBT	U	80SR	M09D3K1	28	
P164005	CORRESP COURSE-CSC	DISTANCE LEARNING		U	80		730	
P164009	CORRESP COURSE-AWS	DISTANCE LEARNING		U	80		730	
P164021	CORRESCOURSE-USMC	UNKNOWN	UNK	U	80		VAR	
P166009	MARTIAL ARTS INSTR TRNR CRS	CG TRNG CMD, QUANTICO	QCO	U	80	M02H4R4	49	
P166801	DRILL INSTRUCTOR USMC	MCRD PARRIS ISL	RDP	U	70	M0681E2	78	
P166802	DRILL INSTRUCTOR USMC	MCRD SAN DIEGO	RDS	U	70	M0881E2	78	
P166807	FORMAL SCHOOL INSTRUCTOR	MARCORCBTSVCSPTSCOL	MSL	U	70	M03XRGA	14	
P166808	CURRICULUM DEVELOPER	MARCORCBTSVCSPTSCOL	MSL	U	70	M03T4BA	10	
P166809	ADMINISTRATOR COURSE	MARCORCBTSVCSPTSCOL	MSL	U	70	M03RF9A	3	
P166810	NON-LETHAL INDIV WPNS INSTR	FT LEONARDWOOD MO	MDP	U	70	A16H5A3	12	
P166811	MIL OPS URBAN TERR INSTRUC	1STMARDIV CAMPEN	MFD	U	80		15	
P166815	FORMAL SCHOOL INSTRUCTOR	IMS, CAMPEN, CA	IMS	U	70	M10XRGI	14	
P166816	CURRICULUM DEVELOPER	IMS, CAMPEN, CA	IMS	U	70	M10T4B1	10	
P166817	ADMINISTRATOR COURSE	IMS, CAMPEN, CA	IMS	U	70	M10RF91	3	
P166820	SMALL ARMS WPNS INSTR CRS	WTBN QUANTICO	QCO	U	80SO	M02M8R9	32	
P171207	SNCO CAREER COURSE USMC	EDCOM QUANTICO	QCO	U	70SA	M02T8A5	51	
P171801	COMMAND + STAFF COLL USMC	EDCOM QUANTICO	QCO	U	80SA	M02RHA6	326	
P171806	ADV WARFIGHTING SCHOOL	EDCOM QUANTICO	QCO	U	80SA	M02M986	337	P171801
P171809	SERGEANTS COURSE	EDCOM QUANTICO	QCO	U	70SA	M02T4M5	50	
P171812	STAFF NCO ACAD ADV	EDCOM QUANTICO	QCO	U	70SA	M02T8H5	58	
P171818	EXPEDITIONARY WARFARE SCOL	EDCOM QUANTICO	QCO	U	80SA	M02H5F0	292	
P174803	ENGR EQUIP OFF USMC	FT LEONARDWOOD MO	MDF	U	70SA	A16ACN1	69	
P174804	ENGR EQUIP CHIEF	FT LEONARDWOOD MO	MDF	U	70SA	A1613E1	71	
P174806	ENGR EQUIP MECHANIC NCO	FT LEONARDWOOD MO	MDF	U	70SA	A16ACU1	87	
P174807	ENGR EQUIP OPERATOR NCO	FT LEONARDWOOD MO	MDF	U	70SA	A16ACX1	62	
P175228	COLD WEATHER MEDICINE	MCMWTC BRIDGPORT	MCM	U	80SA	M24WAC1	14	
P175235	WILDERNESS MEDICINE CRS	MCMWTC BRIDGEPORT	MCM	U	80SA	M24KAR1	14	
P176010	LAW OF WAR	MCB CAMP LEJ	MBL	U	80		5	
P176012	LAW OF WAR	MCB CAMP PEN	MBP	U	80		5	
P1790BS	OBS MARINE CORPS			U			VAR	
P179100	LIAISON OFFICER-USMC			U			VAR	
P179250	BASIC OFFICER CRS USMC	EDCOM QUANTICO	QCO	U	80SA	M02RMG4	180	
P179251	TACTICAL LOGISTICS OFFICER CRSE	EDCOM QUANTICO	QCO	U	80SA		15	
P179801	MISC MARINE CORPS TRNG			U			VAR	
P1798JT	OJT CONUS-USMC			U			VAR	
P179950	CIV CONTR TRNG – MARCORPS			U	70	CIVCONTR	VAR	
P181002	ORIENTATION TOUR D/V-USMC			U			VAR	
P181003	ORIENT TOUR NON-D/V – USMC			U			VAR	



Physical Fitness and Swimming Requirements for Marine Corps Courses

It is essential to the combat readiness of the Marine Corps that every Marine be physically fit. Accordingly, specific physical fitness and water survival standards have been established at some formal Marine Corps courses. These standards reflect the particular training requirements of the course involved. International Military Students (IMS) attending Marine Corps schools are expected to keep up with their Marine counterparts in this important area. The Security Assistance Office is responsible for ensuring that the prospective IMS meets all physical requirements. Additional information can be obtained in the *Security Cooperation Education and Training Physical Fitness Guide* (published separately).



Physical Fitness. To Marines, the term physical fitness means a healthy body and the endurance to withstand the stresses of prolonged activity and adverse environment. It includes the capacity to endure the discomforts that accompany fatigue and the ability to maintain combat effectiveness.

Stamina. A combination of muscular and cardiovascular endurance, stamina is the most important aspect of fitness for Marines. Cardiovascular fitness should be the basis for all physical training because of its contribution to overall health and long life. Muscular endurance is closely associated with cardiovascular endurance. It is the physical characteristic that will allow prolonged activity of a moderate tempo. For Marines, this represents the ability to march long distances with heavy loads, or to work long hours and still maintain the reserve to carry on in an emergency.

Strength. This is the ability to manipulate weight or, for a Marine, his/her own body weight. A certain amount of strength is also necessary for appearance, confidence, and load-carrying ability. It is essential that a Marine is able to handle his/her own body weight; if he/she cannot, he/she is either too heavy or too weak.

Physical training is a part of Marine training; however not all courses include physical training as part of the course curriculum or have a physical fitness prerequisite. For those courses where physical training is a part of the curriculum, physical training will be demanding. Achieving a 1st class score on the PFT is a prerequisite for some Marine Corps courses. It is the responsibility of the SAO to ensure the IMS meets appropriate physical requirements for the type of course the IMS is scheduled to attend. IMS are encouraged to participate with fellow students in the PFT or physical training that is not considered a part of the curriculum, but a part of the training schedule.

Marines participating in the PFT or physical training as part of unit training or part of the curriculum normally will wear “uniform” PT gear. **Students must have in their possession one USMC 009 olive drab sweatshirt, one pair of olive drab sweatpants (Winter wear) and shorts and T-shirt (Summer wear).** IMS attending courses where physical training is a part of the training should be prepared to defray cost to purchase appropriate PT gear.

The Marine Corps Physical Fitness Test (PFT) consists of three events: pull-ups/chin-ups for male or flexed arm hang for female, abdominal crunches, and a 3-mile run. Standards and guidance for the conduct of the PFT are outlined in *Appendix D*.

If swim qualification is a prerequisite, Combat Water Survival/Qualification Standards and Test Procedures are highlighted in *Appendix E*. They should be used as a guide to test prospective IMS, starting at the Combat Water Survival, Third Class (CWS3) level and advancing to the desired level of performance.

IMS should begin physical and water survival training prior to reporting for Marine Corps training and should work to maintain their physical proficiency throughout their training.

It is equally important that all IMS have a complete medical screening prior to departing their home country. If it is discovered that an IMS cannot qualify for or complete training by reason of physical condition then the IMS will be returned to their home country as soon as the condition permits.

Clothing, Uniforms, and Equipment

Military IMS should report to U.S. installations with a full compliment of uniforms, clothing, and equipment required by the program of instruction. Information provided in “Marine Corps Training Activities” and “Course Descriptions for Marine Corps Courses” sections of this Guide provide specific information on uniform, clothing, and equipment requirements. IMSOs should ensure that security assistance offices are provided with details on the types of clothing, uniforms, and equipment required for the courses at their installations. This should be included in the pre-course information the IMSO provides for each anticipated IMS. Illustrations of various types of Marine Corps uniforms are provided below. IMS should wear country equivalent of these uniforms appropriate for their course of instruction.

Organizational clothing and equipment required by IMS for a prescribed training course are authorized for loan. Maintenance costs of equipment, replacement costs of clothing, and issue expenses are normally included in course costs. Issue to IMS will be as authorized for officers and enlisted personnel of equivalent rank. Lost, damaged, or destroyed property will be accounted for, to include cash collection from IMS, if determined appropriate.

Realizing that the student may not have all the appropriate uniform items, individual clothing and equipment required for prescribed training courses may be made available to IMS as required. Issue expenses not included in the course costs will normally be paid for by the IMS. Issued individual clothing and equipment will be collected from IMS on completion of their training at each installation. Items that cannot be returned for hygienic or aesthetic reasons, or items purchased by the IMS, will be retained by the IMS.

Base Commanders may extend to IMS the privilege of purchasing non-distinctive clothing for cash from Cash Sales stores. Non-distinctive clothing will be sold in reasonable amounts to comply with the requirements of the individual concerned. Distinctive items of the uniform will not be sold.

If the country concerned does not provide a uniform suitable for climatic conditions in the United States, there will be no objection to the wearing of the basic U.S. uniform. ***U.S. buttons, insignia, and distinguishing marks must be removed and replaced by the distinguishing marks of the country concerned.*** Authorized uniforms may be purchased by the country or by the individual IMS. IMET or FMS funds will not normally be used for such purchases.

The wearing of a uniform by military personnel from certain specified countries may not be permitted. SCETC will provide IMSOs advance notice if this prohibition applies.



Service "A"
(Field Officer)
Service "A"
(worn year round)



Service "B"
(winter)



Service "B" with Service Sweater
(winter)



Service "C"
 (SNCO)
 Service "C"
 (summer)



Utility Uniform
 (Company Officer)
 Camouflage Utility
 (worn year round)



Camouflage Utility with Service
 Sweater
 (winter)



Camouflage Utility with Field Gear
 (Note – field gear, if required, issued by unit
 providing training)
 (worn year round)



Blue Dress "A"
 (worn year round)



Blue Dress "B"
 (worn year round)

Classified Training

Appropriately cleared international military students (IMS) are permitted to participate in classified training if disclosure has been authorized in accordance with SECNAVINST 5510.34. Such participation is contingent on completion of a two-step process.

- The individual IMS must be screened and his or her clearance verified on the invitational travel order (ITO). The Security Assistance Officer (SAO) is responsible for this screening. The results are verified in the appropriate section of the ITO.
- The course of instruction must be approved for attendance by personnel from the IMS's country. SCETC coordinates this process with HQMC. If a classified program of instruction is approved for international attendance HQMC prepares a *Disclosure Delegation Letter* (DDL) for each country involved.

Under no circumstances will a Marine Corps command or school provide classified instruction to an IMS without receipt of both a DDL for the country involved and verification, by means of the ITO, of the IMS security screening.

When an IMS is first scheduled to attend classified instruction at a Marine Corps command or school, SCETC asks that organization to submit a detailed listing of classified information and materials used in the scheduled course. The organization provides this information to SCETC in the format prescribed by SECNAVINST 5510.34. A copy of this format is found in *Appendix F*. SCETC reviews this submittal for accuracy then forwards it to HQMC for the required disclosure review. If necessary, HQMC coordinates this review with Navy International Programs Office or another military department's disclosure office.

The results of the review are documented in a DDL. If more than one country is scheduled to attend a course of instruction, **separate DDLs are prepared for each country**. HQMC sends completed DDLs to SCETC who in turn forwards them to the appropriate command or school. The command or school ensures that all personnel involved in providing classified instruction to international students are familiar with the conditions spelled out in the DDL.

Disclosure authorizations, as provided in DDLs, are reviewed annually. Each year SCETC asks commands and schools providing classified instruction to resubmit an up-to-date list of classified information and materials for each course. The same format (*Appendix F*) is utilized. Changes from the previous submission are annotated on the submission.

If no changes have occurred since the last submission, then the DDL remains valid. If changes have occurred, then the disclosure process is repeated and a new DDL is issued.

Classified OJT or observership training requires a similar submission and approval process and documentation.

Chapter 3 Security Assistance Officer Information

How to Request Marine Corps Education and Training

Initial country program requests for Marine Corps education and training provided under security assistance or programmed utilizing security assistance procedures are presented at the annual Training Program Management Reviews (TPMRs) sponsored by the Combatant Commanders. This allows advance planning and maximum flexibility to accommodate country requests.

The Marine Corps makes every effort to accommodate country requirements as long as space is available in the course requested.

Requests for changes to programs that occur after a TPMR should be addressed to CG TECOM QUANTICO VA//SCETC//, info appropriate Combatant Commanders and Component, CMC WASHINGTON DC//PLU-SA/FMS// and NETSAFA PENSACOLA FL//N-1/N-3//. These requests should include course title, location, MASL number, grade of student to attend, and funding/programming information.

Requests for security assistance training teams (MTTs, ETSSs, and TAFTs) should be directed to CG TECOM QUANTICO VA//SCETC//, info appropriate Combatant Commanders and Component, CMC WASHINGTON DC//PLU-SA/FMS// and NETSAFA PENSACOLA FL//N-1/N-3//. Specific information on training team assistance can be found later in this chapter under the item *Security Assistance Training Teams*.



Grade Prerequisites for Marine Corps Courses

The Marine Corps education and training system is structured to meet the demanding requirements of training Marines at a particular grade level. Accordingly, specific grade prerequisites have been established for all formal Marine Corps education and training.

All requests for Marine Corps education and training should include the grade of the prospective international military student (IMS). If the grade structure of the requesting country is significantly different from that of the Marine Corps or other U.S. Services, the Security Assistance Office (SAO) should request a grade waiver, highlighting the applicable differences when including grade information.

The Command and Staff College and School of Advanced Warfighting are designed for officers in the grade of Major (O-4). A waiver must be requested and granted for officers of the grade O-5 to attend. Waivers for O-6 will not be entertained and O-5s may not be promoted prior to graduation.

The Expeditionary Warfare School is designed for officers in the grade of Captain (O-3). A waiver must be requested and granted for officers of the grade O-4 to attend. Waivers for O-5 will not be entertained and O-4s may not be promoted prior to graduation.

The Basic Officer Course is designed for officers in the grade of Second Lieutenant (O-1). Officers of a higher grade are permitted to attend this course upon request.



MAJOR



CAPT



SECOND LIEUTENANT



SERGEANT



CORPORAL



LANCE CORPORAL

Professional Military Education (PME)

The development of a Marine leader is never-ending. The Marine Corps envisions four elements, or pillars, of leader development.

- The first is *education*, the development of a creative mind that has the ability to question, to reason, and to think under pressure; to successfully lead Marines in combat.
- The second is *training*, which is usually performance based and measured against a standard. For Marines, training will dominate the early part of their career; however, Marines never stop training.
- The third is *experience*; the knowledge based on day-to-day events that occur throughout life.
- The fourth is *self-development*, the individual commitment to the profession of arms through such activities as professional reading and off-duty education.

The Marine Corps provides a full spectrum of professional military education (PME) for all personnel, officer and enlisted, commensurate with their grade and level of responsibility. Marine Corps PME courses are available to international military students (IMS).

For officers, PME begins with the Basic Officer Course (*P179250*). This course, required of all new commissioned Marine Corps officers, regardless of military occupational specialty (MOS), provides the common professional foundation necessary for success as an officer of Marines.

After successful completion of the Basic Officer Course, Marine officers compliment their basic professional military education by attending specialized training that prepares them for their MOS. These include such courses as Infantry Officer (*P121008*), Combat Engineer Officer (*P121802*), Communications Information Systems Officer (*P139400*), or Ground Supply Officer (*P152801*).

Both the Basic Officer Course and the officer MOS courses are designed for entry-level Marine Corps officers. International military students (IMS) in the grade of second lieutenant (O-1) through captain (O-3) may attend these courses.

Marine Corps officer PME continues with a career-level courses. This course, Expeditionary Warfare School (*P171818*) is designed for captains (O-3) with five to seven years of service as an officer. International military students with similar grade and service experience may attend this course.

The next level of Marine Corps PME for officers is Command and Staff College (*P171801*). This intermediate level school is designed for majors with 11 to 14 years of service as an officer. International military students with similar grade and service experience may attend these courses. Selected officers, including international military students, who have outstanding records at Command and Staff College may be invited to continue their professional military education by attending the School of Advanced Warfighting (*P171806*).

For enlisted Marines, PME begins with the Sergeants Course (*P171809*). As the name implies, this course is designed for enlisted personnel in the grade of sergeant (E-5) with four to five years of service. International military students with similar grade and experience levels may attend.

Enlisted PME continues with the Staff Non-Commissioned Officer Career Course (*P171207*). This course is designed for staff sergeants (E-6) with seven to ten years of service experience. International military students with similar grade and experience levels may attend.

Senior staff non-commissioned officers in the grade of Gunnery Sergeant (E-7) continue their PME at the Staff Non-Commissioned Officers Advanced Course (*P171812*). These individuals have between 10 to 15 years of service experience. International military students with similar grade and experience levels may attend.

Complete course descriptions of all Marine Corps professional military education courses are contained in the *Course Descriptions* portion of this guide.⁴

⁴ Marine Corps University

Marine Corps University College of Continuing Education Distance Education Program

The College of Continuing Education (CCE) is the institution within the Marine Corps University that delivers quality Professional Military Education (PME) to distance education students. The CCE represents the Marine Corps University's worldwide outreach program. The College exists to provide PME to Marines, other U.S. military service members, senior employees of the Department of Defense, and international military personnel. The College offers distance education programs for Command and Staff College and Amphibious Warfare School. International military student enrollment in CCE distance education programs is accomplished through normal security assistance channels (see How to Request Marine Corps Education and Training section). Training Form request is found in *Appendix G*.

Command and Staff College Distance Education Program (CSCDEP)

The intent of the program is to provide officers with an understanding of the relationship among the strategic, operational, and tactical levels of war within a joint/multinational environment. Currently, the CSCDEP is offered to international military students through correspondence courses, equivalent to that of the resident curriculum. The CSCDEP has a building-block design. To a degree, each course builds on the skills and knowledge learned from the previous course. While students are encouraged to complete the courses in sequence, it is not mandatory. Completion requires approximately 335 hours of self-study and 17 hours of examinations.

Prerequisites: The CSCDEP is offered to officers in the grade of major (O-4). Officers in the grade of captain (O-3) may apply for a grade requirement waiver. While no formal English Comprehension Level (ECL) is required for this program, students enrolling in the program should possess the ability to read and write English at the 80 ECL level.

Course Synopses:

**Theory and
Nature of
War**

Theory and Nature of War addresses the evolution of warfare from the 17th century to the present. This course includes an analysis of the contributions of noted military theorists on the evolution of warfare and the relevance of their theories to modern warfare. The material covers warfare from the perspective of both Western and Eastern cultures and from the concept of total war to that of revolutionary warfare.

**Strategic
Level of War**

Strategic Level of War explores the relationship among national interests, the development of national goals/objectives, and the considerations attendant to using military force to accomplish those goals and objectives. Using *Theory and Nature of War* as a foundation, *Strategic Level of War* explores how strategies are developed and how the capabilities and limitations of military force are used as an element of national power. Throughout this course, students will analyze the use of military force as a political instrument and explore the recurring concerns of the strategist and policy maker in preparing for and preventing war, the activities of war, and planning for the successful termination of war or conflict.

**Operational
Level of War**

Operational Level Of War focuses on the analysis of strategic guidance provided by the national command authority and on the translation of that guidance into operational direction in the form of a campaign plan designed to achieve military objectives. The course examines the concept of operational (theater level) warfare and the relationship among the three levels of war: strategic, operational, and tactical. It also examines, from a MAGTF perspective, the considerations associated with operational planning in a joint/multinational environment.

***The Marine
Air-Ground
Task Force
(MAGTF)***

The Marine Air-Ground Task Force (MAGTF) focuses on the concepts, considerations, and procedures attendant to the task organization, deployment, and employment of a MAGTF.

***The Marine
Corps
Planning
Process
(MCP)***

The Marine Corps Planning Process (MCP) presents a decision-making methodology composed of six steps. It replaces the previous fifteen-step process found in FMFM 3-1, *Command and Staff Action*. The MCP describes how different levels of command can adapt the process, and it illustrates a variety of planning tools such as matrices, worksheets, formats, and examples.

***Joint and
Multinational
Operations***

Joint and Multinational Operations explores the nature, capabilities, limitations, and characteristics of Marine Corps forces in joint operations with other Services or in multinational operations with other allies.

***MAGTF
Operations***

MAGTF Operations is intended to provide an overview of offensive and defensive operations. Included are topics such as maneuver warfare, fire support, combat service support (CSS), and rear area operations. Two case studies are presented for further understanding of these topics.

***Amphibious
Operations***

Amphibious Operations provides an introduction to joint landing force doctrine and subsequent operations ashore. The course discusses the MAGTF role in a joint environment, the adaptation of MAGTF doctrine and techniques to the changing conditions under which warfare is conducted, and operational and strategic planning in support of amphibious operations.

***Operations
Other Than
War (OOTW)***

Operations Other Than War discusses the aspects of military operations that focus on deterring war and promoting peace in an environment other than large-scale combat operations normally associated with conventional war. Previously referred to as *low intensity conflict*, operations other than war is a much broader and evolving concept that also includes military operations that do not involve the use or threat of force. This course provides students with a foundation on which to assess a situation, appraise whether military response is appropriate, and justify the validity of that decision.

Amphibious Warfare School Distance Education Program (AWSDEP)

The AWSDEP is offered to international military students through correspondence courses and has been designed to parallel the resident Amphibious Warfare School curriculum. The program is divided into two phases and consists of a total of six separate courses. *Note, this course will continue to be available for enrollment through FY05.*

Prerequisites: The AWSDEP is offered to officers in the grade of captain (O-3). Officers in other grades may apply for a grade requirement waiver. While no formal English Comprehension Level (ECL) is required for this program, all reading materials are in English. Students enrolling in the program should possess the ability to read and write English at the 80 ECL level.

8510 Series

The AWSDEP Phase I program is designed to develop an officer who understands the capabilities and potential roles of the Marine Air-Ground Task Force (MAGTF) at the operational level of war and who also understands how best to task, organize, deploy, and employ these forces in any tactical environment across the spectrum of conflict.

Warfighting Principles and Concepts (8511)

- Warfighting Principles and Concepts (8511) is the first of three courses that comprise Phase I and consists of six separate lessons, requiring 37 recommended study hours. Students will study the theory and nature of war in order to establish a common understanding of Marine Corps Warfighting concepts. This understanding will enable company grade officers to apply the doctrine and philosophy of MCDP 1, Warfighting, throughout the entire AWSDEP course.
- Command and Control (8512) is the second of the three courses comprising Phase I. Consisting of six separate lessons requiring 42.5 recommended study hours, it examines Marine Corps command and control (C2) doctrine and explains the important role of command and control in modern military operations. In broad terms, this course contains general information, including the definition and nature of command and control, and encompasses organization, support structures, decision-making, and intelligence, as well as the Marine Corps planning process and combat plans and orders.
- The Marine Corps Planning Process (8513) is the third of the three courses comprising Phase I. Consisting of seven separate lessons requiring 15 recommended study hours, it introduces company grade officers to the basics of the Marine Corps Planning Process -- the what, why, when, where, who and how of planning.

Reading List - the following books are required reading in addition to those students will receive with the course material:

- Swinton, E.D. *The Defense of Duffer's Drift*. Wayne, NJ: Avery Publishing Group, Inc., 1998. This book is currently out of print. The complete text is available on the Internet at:
<http://www-cgsc.army.mil/carl/resources/csi/Swinton/Swinton.asp>
- McDonough, James R. *The Defense of Hill 781: An Allegory of Modern Mechanized Combat*. Novato, CA: Presidio Press, 1993.

These titles may be available through a local library. Additionally, students may obtain books from the Marine Corps Association Book Service or through its outlets. The telephone number is 1-888-237-7683 (DSN 278-7683), and the Web site is www.mca-marines.org.

8600 Series

AWSDEP Phase II is a career-level program designed to develop company grade officers who thoroughly understand the unique flexibility and capabilities of the MAGTF and who can plan and employ these forces. The goal is to train company grade officers to serve effectively as commanders and staff officers within the Fleet Marine Forces and to enable these officers to prevail in a rapidly changing combat situation on any battlefield.

- The MAGTF Offense Course (8601) is organized into 15 lessons and a capstone practical exercise with a total of 71 recommended study hours. The course provides detailed instruction on the techniques and tactics associated with MAGTF offensive operations. Upon completion of the course, the student will possess the skills necessary to plan a battalion level attack using the assets of the MAGTF combined-arms team. The course builds upon the fundamentals learned during the Warfighting Principles and Concepts, the Command and Control, and the Marine Corps Planning Process Courses and requires the student to practically apply all concepts and skills previously acquired. Actual instruction includes Russian-style defensive tactics to provide a framework for likely-threat scenarios. Additionally, the students are provided detailed information on the capabilities, limitation and planning considerations for combat, combat support, combat service support, and aviation assets in MAGTF offensive operations. James McDonough's excellent allegory, *The Defense of Hill 781*, provides an entertaining and insightful look at modern mechanized combat. Through this book, students can compare and contrast MAGTF offensive operations with those of a United States Army mechanized task force. The course introduces the students to various types of offensive operations, ranging from mechanized attacks to Military Operations in Urbanized Terrain

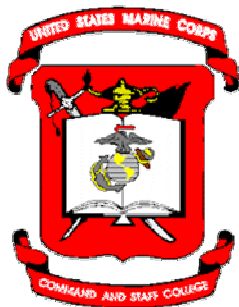
(MOUT). The offensive portion of the curriculum consists of a combination of a self-paced text, case studies and practical application.

- The MAGTF Defense Course (8602) is organized into lessons and a capstone practical exercise which totals 129 recommended study hours. The Defense Course applies the warfighting concepts and staff planning techniques to defensive operations for a battalion operating as part of a MAGTF combined-arms team. Through reading and analysis of the military classic, *The Defense of Duffers Drift*, students examine the timeless concepts of the defensive art and apply them to contemporary scenarios. Using a building block approach, students learn how to design a MAGTF defense in-depth against a conventional mechanized threat. All aspects of MAGTF combined arms team planning, including fire support, engineer operations and combat service support, are addressed. Students will learn how to design both sector and battle position defenses. As part of this instruction, each student will build a complete defensive plan, which includes combined arms engagement areas and a concept for the counterattack. At the conclusion of the course, students will have a thorough appreciation of how the unique capabilities of the MAGTF allow for continuous and simultaneous engagement of the enemy throughout the depth of the battlefield. This ability to "shape" the defensive battle is a key strength of the Marine Corps. The defensive portion of the curriculum consists of a combination of a self-paced text, selected reading and practical application.
- The Expeditionary Operations (8603) is organized into 28 lessons with 65 recommended hours of study. This course provides career-level education for captains with emphasis on amphibious, Maritime Pre-Positioned Force (MPF) and MEU (SOC) operations. The instruction introduces the student to the complexities of planning and executing amphibious operations in today's threat environment. As part of this instruction, students will learn about the initiating directive, the 12 basic amphibious decisions. A study of the doctrinal amphibious command relationships will address the critical impact these basic decisions have on the ship-to-shore movement and preparation of the landing plan. This course also addresses the critical impact of reduced amphibious lift and the importance of MPF employment. The course also includes instruction on MEU (SOC) operations. A general overview of MEU (SOC) is provided along with instruction on amphibious raids and the rapid response planning process. The course consists of a combination of self-placed text, readings and a practical exercise. The seminar-enhanced package will include reading and discussion pertaining to operational maneuver from the sea and its impact on the future of amphibious warfare.
- Military Operations Other Than War (8604) consists of eight lessons with 16 hours of recommended study. With the fall of the Soviet Union and a reduced threat of bipolar nuclear war, the challenges to world peace and U.S. national security have become more diversified. Regional conflicts, drug wars and ethnic and religious struggles around the world undermine international stability and threaten U.S. interests globally. The use of military forces in peacetime maintains U.S. influence abroad and helps keep the day-to-day tensions between nations below the threshold of armed conflict or war. The MOOTW course applies the fundamentals of warfighting, staff planning, command and control, and CSS to the MAGTF in the execution of MOOTW operations. This student will learn how a MAGTF might operate in various MOOTW environments and will study the concepts of peacekeeping. The course consists of a self-paced text and a two-hour, proctored, closed-book examination.



Invitation Only Courses and Limited Quota Courses

While the Marine Corps would like to accommodate all country requests for training, limited class capacity in certain high demand courses has caused the Marine Corps to implement special procedures for allocating available quotas. These courses are referred to as *invitation only* or *limited quota* courses.



The Command and Staff College and the School of Advanced Warfighting are courses for which an invitation is extended for attendance (*invitation only* courses). Invitations are not extended to the Communication Information Systems Officer Course and the Expeditionary Warfare School; however, quotas to these courses are significantly limited (*limited quota* courses) and require special allocation procedures. Requests for quotas to each of these types of courses are accepted for programming purposes only at the annual Combatant Commanders Security Assistance TPMRs. This means that the request is added to the country's Standardized Training Listing (STL), but is not confirmed until the invitation or quota confirmation is forwarded by message to the Security Assistance Office (SAO) in the requesting country.

For Command and Staff College invitations, the process begins after the completion of all TPMRs. Each Combatant Commander provides the Marine Corps with their priority recommendations for these *invitation only* or *limited quota* courses for countries in their area of responsibility. Security Cooperation Education and Training Center, compiles these recommendations, along with those of the Marine Combatant Commanders, and forwards them to the Deputy Commandant for Plans, Policies, and Operations Department, Headquarters, Marine Corps, for final priority determination. This final list is then forwarded to the Commandant of the Marine Corps who personally establishes the invitation list. Upon receipt of the Commandant's list, Security Cooperation Education and Training Center issues invitations on his behalf. A similar process is utilized for limited quota courses, except the Deputy Commandant for Plans, Policies, and Operations (DC PP&O) determines the final list.

Initial invitations and quota allocations are normally made in the fourth quarter of the preceding fiscal year. After initial invitations are sent and initial quotas allocated, other countries requesting these courses are placed on a waiting list. When one of the initial invitations or quotas becomes available for reallocation, then the next country on the waiting list is offered the opportunity to attend the requested training. Because of the large number of countries requesting seats in *invitation only* and *limited quota* courses, requests for second quotas are not normally honored until all countries requesting an initial seat have had the opportunity to accept or decline.

To ensure that an interested country is considered for a class seat in one of these courses, all country requests (for both initial and second seats) should be added to the requesting country's two-year training program.

For IMET programs, if an invitation or quota is accepted by the country, the SAO should verify that the funding priority for the accepted training is "A." For FMS programs, the SAO should identify an appropriate FMS case and assure that it is implemented prior to the commencement of training. If the IMS will be attending a course of instruction under the Regional Counterterrorism Fellowship Program, the SAO must ensure the individual is properly vetted and approved well in advance. Funding for this program is not released and an ITO cannot be prepared until individual vetting and approval is complete.

Graduate Degree Programs

Professional graduate degrees are available to certain students attending either the Marine Corps Command and Staff College or the Marine Corps School of Advanced Warfighting. The Marine Corps University is regionally accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award graduate degrees.

Master of Military Studies

Qualified students attending the resident course of instruction at the Marine Corps Command and Staff College, including international military students (IMS) may now seek a professional master's degree in addition to the Command and Staff College diploma to reflect their work in the academic year. The degree program available to such students is the *Master of Military Studies* (M.M.S).

In order to enter and succeed in the M.M.S. program, the applicant must meet five requirements beyond those for all Command and Staff college students:

- The candidate must hold a bachelor's degree. He or she must ensure the institution granting that degree provides an official transcript to the Registrar at the Command and Staff College by the date specified by the College (normally in November of the academic year). Candidates should make similar arrangements for transcripts of any graduate-level education they may have.
- The candidate must speak and write English with demonstrable proficiency. International Officers from non-English speaking countries must attain a minimum score of 95% on the qualifying examination administered by Command and Staff College.
- Candidates must earn a "B" or better in all Command and Staff College courses, including electives.
- The candidate must, at the time of application (normally September of the academic year), have signatures of concurrence from both Conference Group Faculty Advisors.
- The candidate must meet the prescribed deadlines for progress on the master's paper, completing a satisfactory by the date specified by the College (normally April of the academic year).

There are two purposes for the M.M.S. program.

- The first is to encourage the student to inquire deeply into an area of professional significance, academic importance, and personal interest.
- The second is to improve the student's abilities to conceive and carry out an extended formal inquiry.

Appropriate graduate-level topics may be found within all warfare environments and at all levels of military studies.

During the first semester at Command and Staff College, candidates will attend a course titled "Research Design and Methodology." The purpose of this course is to assist students with the process of topic selection, refinements, and the preparation of their formal research proposals for their M.M.S. papers.

The entire application process for the M.M.S. program can be completed after the student is enrolled at Command and Staff College. The first step is to choose a research topic. The Command and Staff College faculty is available to assist the student in this process. Next the prospective candidate secures the appropriate application from Command and Staff College (application is downloaded from the College's intranet). The candidate then contacts those individuals he or she desires to act as mentors for the research paper, obtaining their individual approval for submission of their names on the application. Mentor/candidate arrangements are tentative until approved by the Committee on Master's Program Standards (COMPASS) which is chaired by the Associate Dean and includes another civilian Ph.D. and two serving military faculty members with advanced academic degrees. Once approval is obtained, the student then submits the completed application.

Successful applicants then prepare a formal proposal for their research paper. This proposal is provided to both of the candidate's mentors and to COMPASS by the date specified (normally in November). Shortly thereafter COMPASS will concur with, or suggest revisions to the proposal. The proposal will then be returned to the candidate's mentors who will

work with the candidate on the M.M.S. paper with guidance to either maintain the current direction of the work or make appropriate revisions as appropriate.

A first draft of the paper is due early in the second semester of the academic year (normally in January). A second draft is due approximately six weeks later (normally in March). The drafts are delivered to the candidate's mentors who closely review the preliminary drafts to judge whether the work has progressed well enough to meet standards for the M.M.S. The final "draft" of the paper is due approximately six weeks later (normally April). This "draft" must be the final version upon which success or failure will be judged. The two mentors together determine whether the paper is acceptable.

The Master of Military Studies program is a voluntary program; it is the student who bears the responsibility for getting the work underway, arranging tutorials, meeting deadlines, and completing a worthy finished product.

Master of Operational Studies

All qualified students, including IMS, who successfully complete the resident course of instruction at the Marine Corps School of Advanced Warfighting, now receive a professional master's degree in addition to the School of Advanced Warfighting diploma. The degree awarded is the *Master of Operational Studies*. In order to receive this degree, an IMS must hold a bachelor's degree. He or she must ensure the institution granting that degree provides an official transcript to the Registrar at the School of Advanced. The candidate must speak and write English with demonstrable proficiency. Candidates must earn a "B" or better in all School of Advanced Warfighting courses.



On-The-Job Training or Observer Training

Upon graduation from Marine Corps formal schools training, many international military students (IMS) are scheduled for on-the-job training (OJT) or observer (OBS) training. This training is tailored to the student and the objectives the country wishes to achieve for that student. It also provides them with the opportunity to apply hands on experience to the formal training they have just completed. Enlisted IMS are normally scheduled for OJT; officers for OBS training.

Country requests for OJT or OBS training are confirmed based on the availability of the desired training during the period requested. The minimum duration for OJT or OBS training is one week. No more than three periods of OJT or OBS training should be scheduled consecutively. While the Marine Corps makes every effort to accommodate country requirements, availability is directly related to the operational commitments of the Marine Corps units involved.

Requests and objectives for the training should be provided at the annual TPMRs sponsored by the Combatant Commanders. Out-of-cycle requests (requests identified after the conclusion of a TPMR) should be received 120 days prior to desired commencement date.

As with other country training requirements, requests for OJT or OBS training must be formally submitted through appropriate Security Assistance channels (i.e., requested through the Security Assistance Office). Requests received directly from an IMS currently enrolled in a Marine Corps school will be forwarded to the appropriate country Security Assistance Office processing. Requests should include all information required by the Joint Security Assistance Training regulation (SECNAVINST 4950.4A). A format for requesting Marine Corps OJT or OBS training is found in *Appendix H*. This information should be as detailed as possible to ensure country-training goals are achieved. Request for OJT or OBS will not be programmed until the information required by *Appendix H* is provided.



Training Assistance Teams

Often, a country decides that in-country training assistance can best satisfy its training requirements. Such requests may range from specialized technical instruction, which support major weapons system procurement, to combined seminars that enhance development of a specific capability. The Marine Corps stands ready to respond to these requests. Types of teams include mobile training teams (MTT), extended training service specialists (ETSS), and technical assistance field teams (TAFT).

Initial requests for Marine Corps security assistance training teams are normally submitted as a part of the country two-year training program at the annual TPMRs sponsored by the Combatant Commanders. However, the Marine Corps recognizes that countries cannot always predict emerging requirements. Accordingly, out-of-cycle requests (requests identified after the conclusion of a TPMR) may be accommodated as soon as the requirement is identified. Requests should include all information required by the Joint Security Assistance Training Regulation (SECNAVINST 4950.4A). Formats for requesting Marine Corps teams are found in *Appendices I and J*. This information should be as detailed as possible, including a comment reflecting Marine Force's role in supporting the Combatant Commander's security cooperation strategy. This position is vital to the Marine Corps Service position in effecting the request.

Because of limited Marine Corps resources available to support security assistance training teams, Headquarters, Marine Corps (HQMC), must approve requests. Team requests received at TPMRs will be accepted *for programming purposes only*. This means that the request is added to the country's STL, but is not confirmed until HQMC approval is received.

All requests for security assistance training teams (MTTs, ETSSs, and TAFTs) should be sent by formal message traffic to CG TECOM QUANTICO VA//SCETC// with an info copy to CMC WASHINGTON DC//PLU-SA/FMS// and to the appropriate Combatant Commanders and Marine Component.

Pre-deployment surveys are required for most Marine Corps security assistance training teams. Tentative survey dates should be identified when the request is identified at the TPMR. Out-of-cycle requests for teams should be submitted in sufficient time (a minimum of nine months prior to desired deployment date for an MTT; 15 months for an ETSS or TAFT) to permit a pre-deployment survey, if required.

For IMET teams, requests can only be accepted for programming or approval when accompanied by the appropriate Combatant Commander IMET waiver approval. For teams requested at the annual TPMRs, this approval will be provided at the TPMR. Out-of-cycle requests for IMET teams must be forwarded via the appropriate Combatant Commander to obtain this waiver approval.

Requests for teams funded with counter-drug training support funding (Section 1004 of Public Law 101-59) require the additional approval of the Joint Chiefs of Staff. Counter-drug teams can be accepted *for programming purposes only* at a TPMR; however, requests for such teams can only be approved when accompanied by a formal Request for Deployment Order (RDO) from the appropriate Combatant Commander. RDOs for counterdrug teams identified at a TPMR should be forwarded to the Joint Chiefs of Staff 120 days prior to desired deployment date. RDOs for out-of-cycle counterdrug teams should be forwarded to the Joint Chiefs of Staff 150 days prior to desired deployment date.

Like other training teams, most counter-drug teams require a pre-deployment survey. Again, an RDO is required before a pre-deployment survey can be approved. RDOs for pre-deployment surveys should be submitted 60 days prior to the desired pre-deployment survey date.

Requests for teams funded under the Regional Defense Counter-Terrorism Fellowship Program (Section 8125 of Public Law 107-117) require approval of Assistant Secretary of Defense (Special Operations/Low Intensity Conflict). They too require a pre-deployment survey.

A formal call-up message is required for all approved training teams including counter-drug teams. Call-up messages for MTTs should be received 180 days prior to desired deployment date. Call up messages for ETSSs and TAFTs should be received 13 months prior to desired deployment date. Call-up messages should be addressed to CG TECOM QUANTICO

VA//SCETC//, with information copies to the appropriate Combatant Commander and Marine Component, CMC WASHINGTON DC//PLU-SA/FMS//, NAVY IPO WASHINGTON DC//02T//, and NETSAFA PENSACOLA FL//N1//.



Combatant Commander Initiatives

Each of the United States' Regional Combat Commanders conduct military-to-military initiatives as a part of their Title 10 (10 U.S.C. 166a) responsibilities. These initiatives are one of the pillars of U.S. foreign military interaction and are an element of the Combatant Commanders' Theater Security Cooperation Plans.

Combatant Commander Initiatives (CCI) are designed to promote regional security and other U.S. national security goals. CCI events are funded through the Combatant Commanders to promote regional security interaction with the militaries of countries within their Area of Operations. They include visits by foreign military personnel to U.S. commands, activities, or installations and visits by U.S. military subject matter experts to foreign militaries in their home countries. The Combatant Commanders coordinate these events through their Service components.

Most Marine Corps CCI events are coordinated and executed by the appropriate Marine Component Commander. Occasionally, the Marine Component is unable to support a requested event. In such cases the Component forwards the request to the Commandant of the Marine Corps (PP&O).

After reviewing such requests, approved requests are forwarded to SCETC for coordination. Within SCETC CCI events are coordinated by the Security Cooperation Coordinators.



Chapter 4 International Military Student Officer (IMSO) Information

International Military Student Officer (IMSO)

The Joint Security Assistance Training Regulation (JSAT) requires that each installation commander providing education or training to international military students (IMS) will appoint a U.S. military or civilian IMSO.

Selection of an IMSO is extremely important. It is imperative that IMS are received and treated with the proper consideration when they arrive at a U.S. installation or activity. Therefore, the commander must exercise care in selecting the IMSO. The IMSO must be tactful and mature, possess a pleasant personality, be sensitive to a myriad of cultural differences, exhibit leadership, have the ability to deal with dynamic situations, exhibit sound judgment, and be able to communicate effectively both orally and in writing. The IMSO is the command's representative to the IMS and the IMS representative to the command. As such, the IMSO is key to the IMS successful completion of the education or training program.

An IMSO should be appointed on appropriate orders for a minimum of two years, when possible, and will receive the necessary training to perform this important function. (*IMSO training is addressed separately in this section of the Guide.*)

Once selected, the name, office code, mailing address, message address, e-mail address, and telephone number (both commercial and DSN) of the IMSO must be reported to SCETC. A copy of the official correspondence appointing the IMSO must also be sent to SCETC. Any changes in the information concerning the IMSO should be furnished as they occur.

The IMSO has overall responsibility for the day-to-day administration of IMS assigned to a command or activity providing training or education. Specific IMSO responsibilities are outlined below. This list is not all-inclusive. IMSOs often find they must perform many functions not included in this list in their dealings with IMS. IMSOs will –

- Provide training or education information to the SAO. Upon notification their command or activity is scheduled to receive an IMS, the IMSO should forward advance information on the training or education to be provided to the appropriate SAO for issue to the designated IMS. This information should include such items as course outlines, school brochures, maps of the local area, estimates of living costs, types of clothing required, housing facilities available, and other information that would be of interest to the prospective IMS. It may also include any read ahead information applicable to the training or education that will be provided. If available, a special handout containing the terminology peculiar to the course should be provided to help the IMS prepare for the training. IMSOs are authorized direct communication with SAOs to facilitate the transfer of this information.
- Maintain IMS biographical records. SAOs collect biographical data for officer IMS attending professional military education schools. When received, the SAO provides this information to the school or training activity concerned so they can have a better understanding of the IMS that will be attending their program of instruction. The IMSO maintains this data as appropriate. If this biographical data is not received from the SAO, IMSOs are authorized direct communication with the SAO to obtain the data.
- Brief IMS upon their arrival at the command or activity. As a complement to the in-country pre-departure briefing, the IMSO will brief the IMS as soon as possible after the IMS arrival at the training or education installation. The IMSO will ensure that all elements of concern to the IMS are covered in the briefing with special attention to chapters 10 and 11 of the Joint Security Assistance Training Regulation (SECNAVINST 4950.4A). The briefing will include the following plus any other information pertaining to the local installation and surrounding community:
 - IMSO -- duties and functions.
 - Policy and regulations -- Privileges; restrictions; conduct, appearance, and grooming; medical and dental care; identification cards.
 - Legal status -- Applicability of Federal and State laws; indebtedness; shoplifting; purchase of duty-free, tax-exempt liquor and the penalties for abuse; passports and visas.
 - Training program – Role of the invitational travel order (ITO) as the governing document for all training or education provided; unprogrammed requests for additional training or education; officers in enlisted courses; elimination from training or education program for cause; the importance of meeting

- schedules and appointments; English language testing; clothing and equipment; release and shipment of instructional material.
- Informational Program -- Program objectives and activities.
 - Conduct and personal appearance -- Grooming standards; cleanliness; morale problems; military discipline and courtesies.
 - Student and instructor relationship -- Male, female, officer, enlisted, civilian, minorities.
 - Travel -- Arrangements; accommodations; baggage allowance; delays en route; travel schedules.
 - Power-driven vehicles -- Purchase; registration; insurance; operation; travel; laws.
 - Living allowances -- Authorized amount; payment schedule, if applicable.
 - Dependents -- Authorization; housing; cost of living; medical care benefits, charges, payment procedures and health insurance.
 - Currency -- Monetary exchange; banking.
 - Mail -- Postal facilities; official and personal mail.
 - U.S. Government quarters -- Occupancy; duration, housekeeping; custodial fees.
 - Firearms -- Purchase; possession; transportation.
 - Employment -- Restriction against IMS and family members being employed during their stay in the United States.
- Implement procedures to avoid the indebtedness of IMS to the U.S. Government or a non-appropriated fund.
 - The following procedures should be implemented by the IMSO to avoid IMS indebtedness:
 - Make arrangements with the installation billeting office, and other facilities as deemed appropriate, to ensure the IMSO is immediately notified of delinquent IMS accounts.
 - Discuss procedures for payment of billeting fees or laundry during IMS in processing to ensure the IMS is aware of how and when payments are to be made.
 - Include a check with the billeting office, as part of the IMS out-processing, to ensure his or her account has been paid.
 - When IMS is responsible for payment of medical charges for himself/herself or authorized dependents, discuss procedures for payment during IMS in processing to ensure the IMS is aware of how and when these payments are required. If the training is for more than 90 days, recommend the IMS obtain medical insurance that will cover the IMS and dependents needs.
 - On notification of IMS indebtedness, meet with the IMS, or senior country representative at the training activity, to determine the reason for the indebtedness.
 - If the reason for indebtedness is beyond the IMS control (for example, no financial support provided by his or her country or the United States under IMET), notify SCETC immediately.
 - When it appears that a medical condition for the IMS or authorized dependents will result in extensive medical charges, counsel the IMS regarding responsibility for payment. If it appears the IMS will not be able to make the required payment, notify the SCETC for disposition instructions. Include the diagnosis, prognosis and estimated cost of medical care.
 - If the indebtedness is determined to be within the IMS control, take the following actions:
 - Counsel the IMS. Taking into consideration the amount of debt and the financial support received by the IMS, set up a payment plan to ensure past and future payment requirements are satisfied.
 - If the IMS does not agree to the arrangement or does not adhere to a payment plan, refer the matter of indebtedness to the training installation commander.
 - Notify SCETC if the problem is not resolved after counseling by the training installation commander.
 - Diploma will not be issued until IMS has paid all outstanding debts.
 - If the IMS departs the training activity before resolving the indebtedness problem, notify the IMSO at the gaining activity. Notify SCETC through the chain of command if the IMS is to return to his or her home country. In the latter event, SCETC will notify the IMS embassy or the SAO.
 - Maintain IMS records. IMSOs will accurately maintain a complete personnel and training record on each IMS (see below). IMS will not hand-carry these records or review their contents. The personnel and training record will be established at the first U.S. military training installation. Information such as, but not limited to, that listed below will be filed in chronological sequence of action in the record.

- Copy of ITO, amendments, and endorsements.
- Application for ID cards for IMS and their authorized accompanying dependents.
- Instructor comments on the IMS strengths, weaknesses, idiosyncrasies, and attitude. Comments should be recorded during the course of instruction as well as upon completion.
- Record of courses attended.
- Any correspondence relating to indebtedness, traffic violations, civil law violations and charges, and similar incidents or actions regardless of action taken. Such collection of documents should indicate
 - the result of each action if available.
- Record of individual counseling given the IMS.
- Record of DoD IP activities that IMS either participated in or were given the opportunity to participate in.
- Any other documents that would furnish data beneficial to IMSOs at subsequent training locations.
- Transmit IMS records.
 - IMSOs will transmit IMS personnel and training records to the gaining installation as soon as possible after IMS complete training. The last training installation will forward these records to the SAO immediately, if possible, but not later than 60 days following graduation.
 - Classified notebooks, workbooks, and similar documents developed by IMS will be forwarded to their home service, through the SAO, using applicable document release forms. (See Chapter 10 of the Joint Security Assistance Training Regulation for details.)
 - Individual flight and unclassified medical records may be hand-carried between training installations by IMS or mailed to the gaining installation. The last installation will forward these records to the SAO after IMS complete training.
- Check IMS installation clearance and checkout procedures. IMSOs will ensure that proper installation clearance and checkout processing procedures are followed.

Routine questions on the administration of IMS should be referred directly to the appropriate program manager or coordinator at SCETC.

Occasionally, in the performance of duty, an IMSO will come across serious, unique, or controversial situations. When this occurs, IMSOs should report these situations immediately, through their chain of command, to CG TECOM (SCETC). The initial report will be by telephone or e-mail followed by record message traffic. Situations that require reporting include infractions, incidents of a serious nature, or serious medical conditions or emergencies involving either IMS or their dependents. Situations that may warrant a report include unique or controversial situations exist related to grooming standards, religious principles, indebtedness, or any situation detrimental to the IMS successful completion of training. The program managers at SCETC will provide guidance to the IMSOs and their commands on courses of action. **IMSOs should call the appropriate program manager at SCETC at the first sign of a problem.** Procedures to be followed relating to disciplinary action in the case of IMS are addressed in this section of the *Guide*.

To assist IMSOs in the daily performance of their duties, an IMSO Checklist is included as *Appendix K* of this *Guide*.

Administrative Channels of Communication and Correspondence

Direct communication between Marine Corps education and training installations and security assistance offices (SAOs) is authorized only on routine administrative matters concerning international military students (IMS) such as Invitational Travel Orders, biographical data, security clearances, and travel arrangements.

All matters originating at the training installation that involve policy determinations or program changes will be directed to SCETC. For all cross-service or joint education and training programs, SCETC will communicate through and coordinate with the sponsoring Service prior to taking any action to change the education or training program or to remove the IMS from any education or training program. An exception is where safety is an issue. In this case, the IMS will be eliminated from training and the sponsoring Service notified.

The subject line on message traffic or correspondence relating to IMS education or training should be comprehensive so action officers at all levels can readily identify the subject and resolve the problem as quickly and smoothly as possible. When communicating about an IMS, the subject line will contain, as a minimum, the IMS name, country, WCN, and FY.

Example: FY 2004 IMET Program for Bandanista, WCN_____, IMS Name

Example: FY 2004 FMS Training Program for Bandanlon, FMS CASE ZZ-P-TXX,
WCN _____, IMS Name

Training For International Military Student Officers (IMSOs)

The *Defense Institute of Security Assistance Management* (DISAM), Wright-Patterson AFB, Ohio, serves as the centralized Department of Defense (DoD) school for the professional education of personnel involved in security assistance management. DISAM conducts resident and non-resident formal courses of instruction to prepare U.S. and foreign military and civilian personnel as well as defense contractor and industry personnel engaged in security assistance functions to effectively perform security assistance duties. Another DoD educational resource is the United States Air Force Special Operations School (USAFSOS), Hurlburt Field, Florida. Courses provided by these two institutions form the foundation for training for IMSOs.

The Training Officer (SAM-TO) course, taught at DISAM, and the Cross-Cultural Communications (CCC) course, taught at the USAFSOS, are the two basic courses every IMSO should complete within one year after their appointment. These institutions also provide advanced training, such as the Advanced Training course (SAM-AT) taught by DISAM or one of the regional orientation courses taught by the USAFSOS. Continuing education for IMSOs is provided by the Department of the Navy's International Military Student Office (IMSO) conference. This conference is usually held once a year and varies as to the location and time of the conference.

Course information on training opportunities for IMSOs is provided below:

- **TRAINING OFFICER Course (SAM-TO):** This course is for personnel responsible for the supervision and administration of international military students in CONUS, Hawaii, and Alaska. This course provides an overview of security assistance management and the policies and procedures required by IMSO to administer international military students and conduct the DoD Informational Program.
- **ADVANCED TRAINING Course (SAM-AT):** This course is designed to provide international training management information at an advanced level to DISAM graduates who have been working in their jobs for several years. The course objective is to examine our current training management policies and procedures throughout the entire international training community, to identify improvements that can be submitted to training policy makers.
- **CROSS CULTURAL COMMUNICATIONS (CCC):** This course is designed to improve the communication and problem-solving skills of DoD personnel engaged in training, administration, and/or negotiation with foreign military personnel. Instruction is keyed to strategies for effective interaction with peoples from a variety of cultures. Regions covered may include Southwest Asia, Latin American, Asian-Pacific, Africa, Russia, Central Asia, Eastern Europe, Western Europe, and the Balkans. The course is divided into two instructional areas: 1) a conceptual analysis of values and culture with strategies basic to effective cross cultural communications and 2) a regional focus covering historical culture development and specific regional norms.



Additional information about DISAM or the courses it offers can be found on its website:

<http://www.disam.dsca.mil>



Additional information about USAFSOS or the courses it offers can be found on its website:

https://www.hurlburt.af.mil/milonly/tenantunits/jsou/home_page_u.php

All Marine Corps requirements for IMSO training should be sent to: Director, Security Cooperation Education and Training Center (C466), Attn: Ms. Marbury, Training and Education Command, 3300 Russell Road, Quantico, VA 22134. For more information, contact Mrs. Brenda Marbury, DSN 278-1102, COMM (703) 784-1102 or E-mail: marburyb@tecom.usmc.mil.

IMSO SAN WEB Reports

The *Joint Security Assistance Training Regulation* mandates certain reports be prepared and submitted to document the status and progress of international military students attending courses in CONUS schools. Reports are required when a student arrives on a training installation and commences training (commencement report), when a student does not report for training as scheduled (no-show report), when a student completes, fails, or otherwise terminates training (completion/termination/failure reports), or when a student's training is extended because of equipment failure or breakdown (delayed completion report).

IMSOs are required to complete these reports as outlined below. To assist IMSOs in meeting these submission requirements, the process has been automated utilizing the Security Assistance Network (SAN) Web. IMSOs utilize the IMSO SAN Web to send these reports electronically to SCETC. Information copies of these reports are to be sent to the respective major claimant, the functional commander, and other addressees as required. Copies of completion reports are sent to the Security Assistance Office (SAO) in the student's home country.

Because of the sensitive nature of information contained in certain reports, reports of a negative nature (i.e., student disciplinary problems) should be coordinated with SCETC prior to submission. All delayed completion reports will be submitted when completion is affected by equipment downtime or medical emergencies.

If a student does not report to training as expected, the IMSO should check with the appropriate Program Manager at SCETC prior to sending report. This is to ensure that the training hadn't been cancelled at the last minute.

The formats in *Appendix L* are examples of commencement or completion reports. All reports will be sent electronically utilizing the IMSO SAN Web. In the "Remarks" block of these reports, ensure billeting, messing and TLA information is recorded. For IMET students, the "Remarks" block should contain the following statement: LIV ALLOW \$ _____ PER DAY. Also show simulator or flight hours (by aircraft or simulator type) in the "Remarks" block as applicable. All reports sent via the IMSO SAN Web should be sent to marburyb@tecom.usmc.mil. If the IMSO SAN Web site is down, reports will be sent via e-mail, FAX, message, or letter. Regardless of method of transmission, the prescribed format must be followed. Ensure follow-on training activities receive a copy if required. In the event the gaining activity is not provided with a copy, a telephone call must be placed to the gaining IMSO with the arrival information.

Each USMC activity receiving international students for training will provide reports for each course of instruction at the following intervals:

- Within three working days after course commencement.
- Within three working days after course completion or termination.
- Within one working day after determination of course failure or no-show.
- Within one working day after determination of delayed completion caused by nonacademic or non-disciplinary factors.



Academic Reports (AR)

In addition to the various reports the IMSO submits via the IMSO SAN Web, an Academic Report is also required. The academic report is the major source of information available to the Security Assistance Officer (SAO) and the foreign government to assess the international military student (IMS) academic accomplishment. The IMSO is responsible to assuring that this report is prepared on each IMS. A sample of a completed International Student Academic Report (DD Form 2496) is provided in *Appendix M*. In addition, countries often use it for promotion and assignment considerations. DD Form 2496 must be prepared for each IMS. Repetitive comments from one report to another are not permitted. Reports that do not meet the above criteria may be returned to the preparing installation for revision as appropriate.

As a matter of policy, IMS numerical grades or class standing will not be released by training installations except as listed below. SCETC must authorize other exceptions.

- An individual IMS may be provided his or her grade and class standing.
- Training installations may release class standing of IMS who are first in class standing.

Normally, academic reports are prepared at the conclusion of a particular course of instruction. Unless requested or authorized by SCETC, in response to a specific country request, interim reports are not usually provided. Academic reports are included in the IMS personnel and training record and are forwarded to the SAO by the IMSO as a part of this record; SCETC does not retain copies.

Requests for IMS academic records and reports, or information relating to them, from an activity or organization outside the security assistance framework will be referred to the appropriate program manager at SCETC for guidance.

Amendments/Endorsements

The Invitational Travel Order (ITO) is the official document (order) that permits an international military student to attend training. It is also the source document for documenting billing for training provided. The ITO must reflect accurate details of all training provided. The Security Assistance Officer (SAO) initiates the ITO prior to the international student's departure for training. Sometimes, however, training lines changes, training is cancelled, or a student otherwise detaches from training. When this happens an amendment/modification or endorsement may be needed. The IMSO at the training installation is responsible for making sure an amendment/modification or an endorsement is prepared and issued to appropriate channels.

With the approval of the SAO and when authorized by SCETC, the IMSO will prepare and issue all necessary ITO amendments and endorsements. Endorsements are used to indicate that an IMS has been attached, detached, or in the case of IMET IMS how much TLA has been paid. Modifications officially change what the ITO authorizes, such as dependents or additional training. Amendments and endorsements will be prepared in accordance with JSAT, Chapter 7. A copy of the amendment/endorsement will be forwarded to SCETC and to the SAO.

Examples of ITO endorsements for modification, detachment and training line cancellation are found in *Appendix N*.

Disciplinary Action

In the absence of standard agreements with countries involved in security assistance training, IMS cannot be disciplined in accordance with the Uniform Code of Military Justice. Disenrollment is the only disciplinary option available in the case of an IMS who has demonstrated an inability to conform to the rules and regulations at the command where training takes place. Disenrollment is also the only option available in the case of an IMS who cannot succeed academically.

Authority to disenroll Marine Corps sponsored IMS resides with CG TECOM based on the Commanding Officer/Director of school recommendations.

Disenrollment of an IMS indicates that the mission of educating or training contracted for under an IMET or FMS training program has not been accomplished. Therefore, disenrollment must be viewed as the last resort. Often, experience has shown that early contact with IMS by officials of their own government can resolve disciplinary problems. In many cases such contacts can also have a positive influence on academic problems, especially where the cause may be the IMS attitude in pursuing the course of instruction. In order to effect this contact, disciplinary and academic problems must be brought to the attention of security assistance points of contact within the chain of command and SCETC as early as possible. **Notify SCETC at the first sign of a problem.**

To facilitate the proper documentation, reporting, and resolution of academic and disciplinary problems, the following system will be implemented by all Marine Corps activities providing education or training to IMS:

- **Warning**
 - When an IMS indicates nonconformity to established standards of behavior or has failed to achieve required academic progress, the IMSO will formally counsel the IMS concerning these shortcomings. The IMS will be advised of the exact nature of the behavior or performance that has failed to meet established or required standards. The IMS will be advised that an official warning is being provided and that change is required to avoid the IMS' placement on probation (the last stage before disenrollment). The IMS will be advised of the exact nature of the change required, and of the time period the IMS is being given to make the required change.
 - The IMSO will make an official record of the counseling session and enter it into the IMS training record. The IMS will be informed that if the required changes in either behavior or academic performance are made within the time period specified the official record of the counseling session will be removed from the IMS training record upon the IMS successful completion of the current course of instruction.
- **Probation**
 - When an IMS fails to make the changes in either behavior or academic performance required as a result of being formally placed on warning status, or when an IMS indicates serious nonconformity to established standards of behavior, the IMS will officially be placed on probation.
 - If an IMS is placed on probation, the Commanding Officer will formally counsel the IMS. The IMS will be advised of the exact nature of the behavior or performance that has failed to meet established or required standards, that the IMS is officially being placed on probation, that the IMS must change to avoid recommendation for disenrollment, of the exact nature of the change required, of the time period in which the change must occur, and that the IMS Washington, DC based attaché or other government official will be notified of this action. These details will be recorded in an official letter to the IMS from the Commanding Officer that will be provided to the IMS during the official counseling session. A copy of this letter will be placed in the IMS training record and will remain in that record until the IMS successfully completes all CONUS based training. If the IMS conduct or academic progress so warrants, the IMSO at the last activity or installation providing training to the IMS will remove this letter from the training record prior to forwarding the training record to the SAO.
 - SCETC will notify the Washington, DC based representative of the IMS' government.
- **Disenrollment**
 - When an IMS fails to make the changes in either behavior or academic performance required as a result of being formally placed on probation, or when an IMS exhibits behavior prejudicial to good order and discipline, the Commanding Officer of the training activity is authorized to recommend

disenrollment. This recommendation will be made through the chain of command to CG TECOM (SCETC). The initial report will be by telephone or e-mail followed immediately by record message traffic. The report will include appropriate recommendations. Unless otherwise directed, copies of all record correspondence relating to disenrollment will become a permanent part of the IMS training record and will be forwarded to the SAO after the IMS return to homeland.

- SCETC will notify the Washington, DC based representative of the IMS government. Based on the decision of CG TECOM, SCETC will provide disposition instructions to the training activity involved. Copies will be provided to Navy IPO, the Combatant Commander, the SAO, and the Washington, DC based representative of the IMS government.

Identification Cards

Identification (ID) cards will be issued to each international military student (IMS) and accompanying dependents authorized on his/her invitational travel order (ITO) by the first training installation in accordance with MCO P5512.11, NAVMILPERSCOMINST 1750.10 series and other appropriation directives. The expiration date will be one week after completion of the last training line on the ITO. If the ITO does not reflect dates for all training lines, contact SCETC. IMS ITO will be endorsed upon issuance and return of ID cards. IMSOs should destroy the ID Card prior to IMS departure.

In June of 1998, DoD began issuing new Identification Cards (DD 2765). The new ID cards are generated by the Real Time Automated Personnel Identification System (RAPIDS). A prerequisite to the availability of the new cards is access to the RAPIDS sites worldwide. The Defense Enrollment Eligibility Reporting System (DEERS) through RAPIDS will assign a Foreign ID Number (FIN) for the international student. The FIN is an alphanumeric designator generated by DEERS for DoD tracking purposes and is followed by an F (e.g., 900-00-4121F) so as not to confuse it with a Social Security Number. (Note: these procedures do not yet apply to international civilian students under the sponsorship of the DoD security cooperation education and training programs). RAPIDS will also enroll the international student and, if applicable, his/her family into the DEERS. DoD Human Resources Activity issued guidance on how to enroll foreign military members and their families into DEERS on 3 August 1999. Questions concerning how to enroll our international personnel should be directed to the DEERS/RAPIDS Assistance Center, telephone 1-800-372-7437 or DSN 761-6953.

DD Form 1172 is the U.S. military *Application for Uniformed Services Identification Card/DEERS Enrollment* form used by Military Personnel Offices. Please note much of the data requested is not applicable to IMS.

Student Control Numbers/Foreign Identification Numbers

With issuance of the new ID Cards, the requirement to assign Student Control Numbers (SCNs) no longer exists. Exceptions to this policy are:

- International civilian trainees.
- Students in training for one week or less are not issued an ID Card.
- Other students on an exception basis when access to RAPIDS is not available.

The Defense Enrollment Eligibility Reporting System (DEERS) through RAPIDS will assign a Foreign ID Number (FIN) for the international student. The FIN is an alphanumeric designator generated by DEERS for DoD tracking purposes and is followed by an F (e.g., 900-00-4121F) so as not to confuse it with a Social Security Number.

The above policy was effective May 2000. IMSOs should not request a SCN if a FIN will be assigned or already has been assigned. Further, the FIN will be used in lieu of a SCN for reporting requirements (e.g., IMSO SAN WEB Reports). SCNs should continue to be used for International Students who had them assigned prior to May 2000.

Casualty Report, Death, and Disposition of Remains

If an IMS under security assistance sponsorship dies while undergoing education or training with the Marine Corps, or while traveling in relation to such training, the remains will generally become the responsibility of the Marine Corps until return to the home country's custody can be made. Basic guidance is contained in NAVMEDCOMINST 5360.1. The activity at which death occurs will **IMMEDIATELY** notify CG TECOM (SCETC). If the incident occurs after hours, notification should be made to the CG MCCDC Duty Officer. SCETC will notify the foreign attaché, public affairs office, and others as appropriate. The activity at which death occurs will submit a casualty report in accordance with NAVMEDCOMINST 5360.1. The following additional information will be included in the remarks section of the casualty report:

- IMS Invitational Travel Order number and date, WCN, and country.
- Request for instructions for disposition of remains.
- Request for permission to perform autopsy if required.
- Identification and location of next of kin if available.

Funeral or memorial services will not be conducted for IMS until instructions concerning the disposition of the remains have been received from SCETC. SCETC will obtain special instructions on the disposition of remains from the IMS home government.

The training installation will coordinate the preparation and transportation of the remains of IMS in accordance with authorized disposition instructions. If an escort is desired, the official representative of the country concerned may designate a staff member or an IMS to accompany the remains. U.S. personnel are not authorized for escort assignment.

- Per Diem and travel costs of the escort accompanying the remains of an IMET IMS within the United States are chargeable to IMET funds.
- Travel and transportation expenses for escorts accompanying the remains of an FMS IMS will be borne by the foreign government concerned.

The IMET fund-cite in the IMS ITO will be used to defray preparation expenses and costs for transportation of the remains to the home country. Overseas return transportation costs will be paid from IMET funds only for deceased IMS from countries for which travel costs are defrayed from IMET funds. For transportation to a country that defrays all or part of the IMS travel costs, the country concerned must arrange and pay for that portion through an official foreign government representative. Bills for services in connection with the disposition of a deceased IMS under the IMET program will be submitted to the Naval Medical Command for certification. The Naval Medical Command will then forward certified bills to Naval Education and Training Security Assistance Field Activity (NETSAFA) for processing.

Expenses involved in the death of FMS IMS are the responsibility of the foreign government; however, the activity concerned will offer all assistance possible. If the assistance of the installation mortuary officer is desired by the foreign government, that officer will, without charge and as a matter of courtesy, negotiate with a civilian mortuary on behalf of the foreign government for the preparation of the remains for burial or shipment. All related charges are the responsibility of the foreign government. Arrangements for other U.S. agency-sponsored IMS will be handled by the sponsoring agency.

Expenses involved in the death of dependents of IMS are the responsibility of the IMS or the foreign government and will be handled in the same manner as stated in the paragraph on FMS IMS above.

The activity concerned will appoint an individual to officially handle the deceased IMS affairs; for example, obtaining final IMET allowances due, settling valid debts, disposing of an automobile, and inventorying personal effects. Unless otherwise directed, personal effects of deceased IMS will be forwarded with the inventory list to the appropriate SAO for release to the next of kin.

An investigative report of death as a result of accident or homicide will be forwarded to the MILDEP. The report can be in letter format. It should address all circumstances surrounding the IMS death and contain copies of all necessary supporting documents, for example, accident report, medical reports, and death certificate.

Graduation, Diplomas, Certificates of Attendance, and Awards

Upon successful completion of a Marine Corps course of instruction, each IMS will be issued a certificate or diploma. Diplomas issued to an IMS will be identical to diplomas issued to U.S. students. The notation *Foreign Course of Instruction* will not appear.

A diploma for graduation from a Marine Corps course of instruction will be given to an IMS only when he or she successfully meets the established standards for that course of instruction.

It is not the intent of security assistance training policy that only numerical grades be used in determining whether the IMS has achieved the standards set for U.S. military personnel. The determining factor is whether the IMS can accomplish satisfactorily the objectives for which he or she was trained. This determination will be influenced by aptitude, application, practical effort, and demonstrated understanding, as well as by numerical grades. Classified hours of instruction not available to IMS will not be considered in this determination.

In most cases, Certificates of Attendance in Marine Corps courses of instruction will be given IMS when they do not meet the established training standard but have been diligent and sincere in their training efforts. The reasons for issuance of a certificate of attendance should be fully explained in the IMS academic report. SCETC should be notified as soon as it is determined that a Certificate of Attendance will be awarded vice a diploma.

Special awards, such as plaques, may be awarded to outstanding IMS as determined by the School Director. School Directors have the authority to establish and authenticate these awards and are encouraged to do so. Other acts of recognition might include special commendation letters, signed appropriately by the Director, and special remarks on the IMS academic report. SCETC should be notified when an IMS receives recognition of achievement.

The military attaché of the country may be invited to the award or graduation ceremony.

Copies of letters of appreciation, recognition of exceptional performance, and similar documents will be included in the IMS personnel and training record.

School and course directors are encouraged to establish briefing procedures to ensure all IMS are fully aware of the specific requirements and performance standards required to earn a diploma.



Medical and Dental Care

General

The *Security Assistance Health Affairs Handbook* along with the current Defense Security Cooperation Agency (DSCA) policy message (DSCA Policy Memo 02-42) provides the latest guidance on medical and dental care for international military students. The *Handbook* is maintained on the International Training references web page (<http://www.disam.dsca.mil/itm/References/HAHB/Contents.htm>). Other important Health Care information is maintained on the International Training Health Affairs web page (http://www.disam.dsca.mil/itm/Functional/Hlth_Afrs.htm). See *Appendix O*.

The international military student's invitational travel order (ITO) specifies the correct source for reimbursement of medical costs. If the IMS is covered under a reciprocal health care agreement between the U.S. and the IMS country, the agreement will take precedence. NATO/PFP SOFA IMS authorized accompanying dependents (those attending School of Advanced Warfighting, Command and Staff College, and Expeditionary Warfare School) are entitled to the same medical care (with the exception of CHAMPUS for inpatient care) as U.S. military dependents. Non-NATO IMS may be provided medical care on a space-available basis when facilities and staffing permit. **Eligibility does not mean free care.** The chart below provides *general* guidelines on Health Care entitlements and reimbursement sources for IMS and their ITO-authorized dependents.

MEDICAL CARE FOR IMS AND THEIR AUTHORIZED DEPENDENTS				
CATEGORY	PRIORITY	OUTPATIENT	INPATIENT	DENTAL
IMET IMS				
NATO/PFP	Same as U.S. military	No charge	Cost varies	No charge
Non-NATO	Space A	Cost varies	Cost varies	Emergency Only Cost varies
FMS IMS				
NATO/PFP	Same as U.S. military	No charge	Cost varies	No charge
Non-NATO	Space A	Cost varies	Cost varies	Emergency Only Cost varies
DEPENDENTS (Authorized in ITO)				
NATO/PFP	Same as U.S. Mil. Dep.	No charge	Cost varies	Space Avail. No charge
Non-NATO	Space A	Cost varies	Cost varies	Emergency Only Space Avail. Cost varies

Dental care is provided for Non-NATO IMS only on an emergency, reimbursable basis where needed for relief of painful or acute conditions; routine dental care must be received from civilian sources. NATO/PFP IMS receive the same dental care as U.S. military personnel.

Prosthetic devices, hearing aids, orthopedic footwear, and similar adjuncts are not authorized for Non-NATO IMS. Eyeglasses are furnished when required for training only if not available through civilian sources.

Billing Procedures

Clinics and hospitals account for the treatment rendered to IMS by completing a DD Form 7 for inpatient care and a DD Form 7A for outpatient care. Billing for dependents is done at the local level and payment is the student's responsibility.

Naval medical treatment facilities must forward DD Form 7/7As for the IMS to the Bureau of Medicine and Surgery (BUMED) who in turn bills the Naval Education and Training Security Assistance Field Activity (NETSAFA) for IMET IMS or the foreign government for FMS/FMS IMS as appropriate.

- **IMET.** If a government treatment facility treats an IMET IMS, the ITO indicates that the IMET program is responsible for payment, and criteria for treatment are met, the Military treatment facility will forward invoices to their Central Billing Office – BUMED Code M84 for Navy. A complete ITO should accompany all invoices. These invoices are compiled into monthly billings and forwarded to NETSAFA.
- **FMS.** When reimbursement is the responsibility of the FMS case or the foreign government, the Military Treatment facility forwards invoices to their Central Billing office – BUMED Code 14 for Navy. A complete ITO should accompany invoices. These invoices are compiled into monthly billings and forwarded to the appropriate office for payment (if chargeable to the FMS case – as directed on the ITO; if chargeable to foreign government – to the foreign representative in Washington, D.C.)

Hospitalization

The Joint Security Assistance Training regulation outlines procedures to be followed in the event an IMS requires hospitalization. Military medical facilities retain IMS in-patient records, as required, and ensure a copy is included in the IMS medical records returned to the country.

When an IMS requires hospitalization as a result of illness or injury, the training installation (or the hospital, if the IMS has been admitted) will send a message report providing details. For Marine Corps students this report will be sent to CG TECOM QUANTICO VA//SCETC//, with information copies to Navy IPO, BUMED, NETSAFA, the appropriate Combatant Command, and others as appropriate. Special reporting requirements for IMS affected with Human Immunodeficiency Virus (HIV) are shown below.

Emergency Civilian Medical Care

IMSOs should forward bills for emergency civilian medical care in accordance with the procedures outlined in Chapter 10 of the Joint Security Assistance Training regulation.

Human Immunodeficiency Virus (HIV)

Defense Security Cooperation Agency provides policy for IMS affected with HIV, sets requirements for HIV testing prior to reporting to the United States for training, delineates under what conditions students may be tested after arriving in the United States, and provides guidelines on the disposition of students who are diagnosed as HIV positive. Once a Marine Corps sponsored IMS is diagnosed as HIV positive, CONFIDENTIAL notification of those who must take action should take place immediately to ensure proper staffing and coordination.

IMS who voluntarily request HIV screening will be tested, provided that the student's government approves and agrees to assume the cost of such testing. The IMS must also agree to accept the possible consequences of such screening, which may include:

- Counseling on the risks of disease transmission, methods of prevention, and IMS agreement not to donate blood.
- A comprehensive clinical immunological evaluation at least annually (at the country's expense for FMS students).
- Possible return to the home country.

Due to the sensitivity of this issue and the requirement to closely coordinate all action with the State Department, Defense Department, and the Embassy of the country involved, all HIV related incidents involving IMS shall be immediately reported by CONFIDENTIAL message to CG TECOM QUANTICO VA//SCETC//, with information copies to Navy IPO, NETSAFA, BUMED, and the activity's chain of command. In order to protect the confidentiality of the individual, only the country code, student control number (SCN) or foreign identification number (FIN) , and the worksheet

control number (WCN) will be used. Report shall be made when first diagnosed and when confirmed by the Western Blot Test. The CONFIDENTIAL confirmation message should also contain the results of the medical evaluation for fitness for continued training.

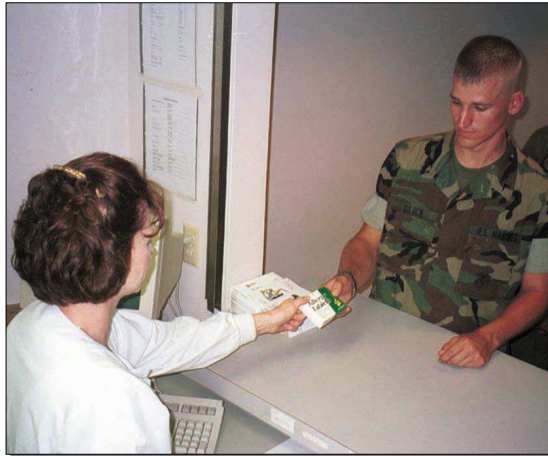
Upon obtaining all required information, and after coordination, SCETC will provide disenrollment and/or final disposition instructions according to one of the following categories:

- Students in a progressive stage will have their training terminated immediately and be sent home.
- Students who only display serologic evidence of HIV infection will be processed on a case-by-case basis, depending upon the medical evaluation and the type of training scheduled. Generally speaking, those involved in hazardous training will be terminated, while others may be allowed to complete some phases of their training pipeline.

The above HIV policy does not apply to IMS dependents or to personnel under non-security-assistance sponsored programs. Requests for information on HIV screening policy for international students under non-security-assistance programs should be forwarded to the organization having responsibility for the program.

Reciprocal Health Care Agreements

The United States enters into agreements with other countries to provide Health Care for active duty personnel and their dependents on a reciprocal basis. These agreements affect Health Care for IMS from those countries. An up to date list of countries with reciprocal Health Care Agreements can be found on the TRICARE web page (<http://www.tricare.osd.mil/recipe/>) and *Appendix O*.



Legal Status and Claims

Jurisdiction. Military and civilian IMS and their dependents, while in the United States, are subject to the jurisdiction of the U.S. courts, both State and Federal. This is true unless they are exempted by treaty, or other specific authority, or have diplomatic immunity. Questions on the jurisdictional status of IMS or their dependents should be referred to the local staff judge advocate.

Diplomatic status. IMS usually do not have diplomatic immunity; however, those who believe themselves entitled to diplomatic immunity or other special status should have their claimed status verified. The IMSO should contact the appropriate program manager at SCETC for determination of IMS status. As a general rule, a sponsor's diplomatic immunity extends to his or her dependents as well.

Control of IMS. IMS are not subject to the Uniform Code of Military Justice (UCMJ). Generally, no authority exists under which U.S. military authorities may place IMS in military confinement. Under the Federal statutes, however, Australian military authorities in the United States may request the assistance of U.S. military authorities to apprehend and confine members of Australian forces in the United States. U.S. civil authorities, State or Federal, may also apprehend and confine IMS for breaches of State or Federal law. Except for authorization by treaty or agreement (such as NATO SOFA), or by statute, Executive Order, or Presidential Proclamation (such as in the case of Australia), foreign military attaches or commanders stationed in this country have no authority to arrest, detain, or confine members of their forces within the United States; nor can they empower U.S. military authorities to arrest, detain, or confine members of their forces. When warranted by urgent circumstances, the installation commander may authorize temporary restraint to prevent bodily harm to the IMS or to other persons, pending arrival of civilian authorities. Such IMS may not be returned to their home country without written approval of CG TECOM (SCETC).

Claims against IMS. For information concerning claims arising in the United States from the activities of IMS from countries that have ratified the NATO SOFA contact the local staff judge. If an inquiry is made concerning a claim involving non-NATO personnel, the claimant should be advised to seek redress from the IMS or his or her government.

Claims filed by IMS. IMS training in the United States have no special status to equate them to members of the U.S. Armed Forces or make them proper party claimants under the Military Personnel and Civilian Employees Claims Act of 1964 (as amended), 10 U.S.C.2731-38. If otherwise a proper party claimant under U.S. law, an IMS may, subject to the commander's discretion, present an appropriate claim for relief.

Living allowance claims involving deceased IMET IMS. An appointed U.S. officer will determine the amount of living allowance or other payments due to the deceased member. To get this information, the U.S. officer will check with the last finance and accounting office serving the deceased member. The officer should ascertain from the SAO the name of the deceased's next of kin to who check payment should be made. Checks will be forwarded to the SAO for disposition.

Legal questions. IMSOs should refer legal questions concerning IMS to the local staff judge advocate. Any incident involving IMS that might lead to or has led to the exercise of criminal jurisdiction by State or Federal authorities should be reported immediately to the appropriate program manager at SCETC.

Political Asylum

Requests by IMS for political asylum in the United States, or for temporary refuge, must be treated with urgent and careful attention to the procedures established by DoD Directive 2000.11 and SECNAVINST 5710.22.

The Marine Corps point of contact for implementation of these policies is the Operational Law Branch (JAO), Headquarters, U.S. Marine Corps.

Distribution of messages concerning this subject should be strictly limited to protect the confidentiality of the IMS. In no case shall a training activity include in-country addresses. Messages should be addressed to CG TECOM QUANTICO VA//SCETC// and CMC WASHINGTON DC//JAO//, with information copies to NAVY IPO WASHINGTON DC, and the chain of command.

The IMSO should advise the IMS that Security Assistance sponsorship (to include the payment of IMET living allowances) terminates once the IMS applies for political asylum.

Public Affairs

Public affairs activities will be conducted under the appropriate Marine Corps guidelines.

All requests received from the civilian media for the interviews or for photographs of IMS undergoing training will be referred through channels to CG TECOM (SCETC) who will in turn forward this the Office of the Assistant Secretary of Defense (Public Affairs) (OASD (PA)), 1400 Defense Pentagon, WASH DC 20301-1400, for evaluation before making any commitment.

- If OASD (PA) grants approval, all IMS involved will be given an opportunity to contact their embassy or a senior advisor from their country before they participate. OASD (PA) specifies that IMS are not required to contact their embassy or seek counsel unless they choose. In many cases, IMS will feel there is no need to avail themselves of that opportunity.
- IMS should be aware that representatives of news organizations, including film crews, have access to areas normally open to the public, and that IMS could be photographed or be in contact with the media in those areas without prior knowledge.

The release of hometown-type stories and pictures of IMS and visitors are governed by separate instructions. Installation commanders will dispatch hometown-type releases directly to the SAO. Releases require coordination by the SAO with ambassadors or public affairs officers of the U.S. International Communication Agency. Hometown-type news releases and photographs of IMS undergoing training should stress the following:

- Stories of graduations and honor graduates.
- Highlighted training activities and individual achievements of IMS.
- Action photographs showing IMS training with equipment that they are likely to use when they return to their home countries. Off-duty photographs should emphasize activities that support the DoD IP for IMS. Examples of such activities are visits to State legislative offices, public works, educational institutions, industrial plants, and historical sites.

Data on the number of IMS, by nationality, who are training at any given time, may be released. A general description of the training being conducted may also be released. No cumulative figures will be released except through the Marine Corps Public Affairs Office.

No news releases will be made when in violation of applicable agreements between the USG and the foreign government.

No press coverage will be initiated for orientation tour participants without their prior consent.



Travel for International Military Education and Training (IMET) Students

Guidance in the appropriate handling of U.S. funded travel for IMS is defined in SECNAVINST 4950.4, Joint Security Assistance Training Regulation (JSAT), the Joint Travel Regulation (JTR), Joint Federal Travel Regulation (JFTR), and DoD 5105.38-M, Security Assistance Management Manual (SAMM).

To make student travel arrangements, IMOs may use either their local government contracted travel office or the Scheduled Airline Ticket Office (SATO) Pensacola, FL. When an IMO chooses to use SATO Pensacola, the following procedures apply:

- Access NETSAFA's web site: <https://www.netsafa.navy.mil>
- Double Click on: "Student Travel Ticket Request"
- Log in by entering an email address and the password (Email: pam.jones@navy.mil to obtain password.)
- Complete the Travel Request as follows:
 - Complete all applicable information on the request screen.
 - Ensure that the Passenger (International Military Student) name matches the name that appears on the passport.
 - The "Departing" and "Arriving" locations should include the city (OCONUS point of debarkation).
 - Indicate the number of pieces of excess baggage authorized as indicated on the ITO.
 - Click on "Submit Travel Request" at the bottom of the screen. An email acknowledgement will be sent to the email address shown on the Ticket Request login screen.
- Fax ITO to SATO. A ticket cannot be issued until Pensacola SATO receives the ITO, therefore, fax a copy of the ITO, including the funding citation to: Pensacola SATO, Attn: "International Travel" at (850) 456-8951. A cover sheet should be attached to the fax indicating the International Military Student's full name as it appears on the request and the name of the person requesting the ticket. Pensacola SATO (Pensacolacto@satotravel.com) will contact the IMO via email with the flight itinerary information.

Tickets are issued by Pensacola SATO. When possible, electronic tickets will be utilized, however, excess baggage requirements and foreign carriers at times may preclude the use of electronic tickets. If a paper ticket is necessary an overnight courier service will deliver the ticket to the (physical) address provided by the IMO. In addition to a delivery address, the IMO should provide a commercial phone number in the event of delivery problems. When electronic ticketing is available but an IMS desires a paper ticket, it is the responsibility of the IMS to make arrangements with the airline to issue a paper ticket and pay any additional expense.

NOTE: Do not contact Pensacola SATO with questions regarding rules and regulations of U.S. government funded travel under the Security Assistance Training Program or when experiencing problems while using the automated Ticket Request link. For questions or problems contact Pam Jones at pam.jones@navy.mil.



SATO responsibility is to offer carriers and routes most cost effective to the U.S. government while considering the ultimate mission. Additionally, SATO must adhere to the following policies per agreement between government and carriers and in conjunction with U.S. Government funded travel.

- Use of contract carriers where applicable.
- Use of American flag carriers per "Fly America Act".
- Code share carriers permissible if fare and excess baggage limitations fall within allowed guidelines.
- Carriers must not be on government's non-use list

For OCONUS travel, advise students to reconfirm reservations directly with carriers 72 hours prior to departure and arrive for check-in at the airport at least 3 hours prior to departure. Domestic travel requires arrival check-in at least two hours prior to departure.

Informational Program (IP)

Joint Security Assistance Training Regulation (JSAT) and the *Joint Service Informational Program Handout* provide specific procedures for implementing IP. The information outlined below supplements the JSAT and applies to all IMS undergoing training or participating in orientation tours with the United States Marine Corps in the United States as part of one of the security cooperation education and training programs.

This information does not apply to foreign personnel visiting at the personal invitation of the Commandant of the Marine Corps, Joint Contact Team Program, self-invited visits, liaison officers, or other non-security assistance programs.



Each IMS attending military training in the United States, or participating in an orientation tour arranged under security assistance training program sponsorship, will be given the opportunity and encouraged to participate in the Marine Corps IP. Participation in IP activities is part of the total training program and of importance second only to the military objectives for which the IMS is in training.

The goal of the IP is to ensure that international students return to their homeland with an understanding of the responsibilities of governments, militaries, and citizens to protect, preserve, and respect the rights of every individual. The IP will be developed and implemented with the specific objective of providing students with an awareness and functional understanding of internationally recognized human rights and the American democratic way of life. Installation commanders are responsible for ensuring IPs are developed to meet these objectives.

Areas of Emphasis

The IP will support the following four areas of emphasis:

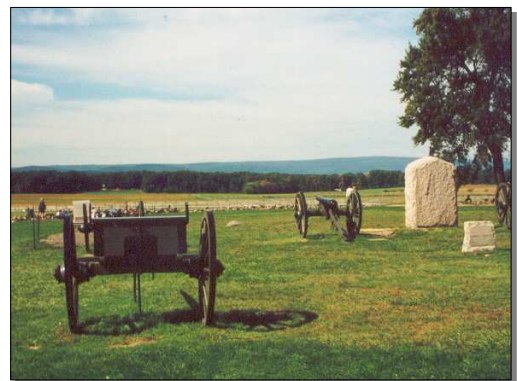
- Internationally recognized human rights as outlined in the Universal Declaration of Human Rights.
- The democratic ideals of an elected government and effective civil-military relations that reinforce that elected government.
- The roles and interrelationships of a culturally, ethnically, economically, and socially diverse population in a democratic society.
- The U.S. free enterprise system and its role in a democratic society.

The goal of the Informational Program is to ensure that international students return to their homelands with an understanding of the responsibility of governments, military and citizens to protect, preserve, and respect the rights of every individual. To meet the overall IP goal and areas of emphasis stated above, programs will include events and activities related to the following topic areas that must support the above stated areas of emphasis:

- Constitution and the Bill of Rights. There are many opportunities to incorporate human rights training in conjunction with this area. Guest speakers and local tours focusing on specific articles of the bill of rights can be used in concert with nationally designated holidays for emphasis. For example, during Martin Luther King Day or the Fourth of July the appropriate articles can be stressed. Briefings and trips to jails, courthouses, police stations, newspapers and political action groups should include clear association to the rights of the individual as stated in the Bill of Rights of the Constitution.
- Local, state, and federal government institutions. Topics should include governmental systems at the local, state, and federal level and the relationships among them. Also included should be the principle of checks and balances and the effect upon executive initiative.
 - Local government. Commanders should bring IMS in contact with agencies and principal personnel of

the local government at the city, township, or county level at the earliest opportunity. This may best be accomplished when IMS are formally presented to local officials. One purpose of an introduction is to point out that local government officials are locally elected and responsible to local people rather than to the central authorities.

- State government. At some time during their stay in the United States, as many IMS as possible should be taken to the state capitol to be presented to the Governor, or other high state officials, and to have an opportunity to observe selected operations of the state government. One purpose of this visit, like those outlined in (1) above, is to stress the autonomy of state governments and the independence of governors and state legislatures. When possible, the State Supreme Court should also be included in such visits.
- Federal government. Generally available to only those schools in the vicinity of Washington, DC, or for authorized school tours that visit Washington, DC.
- Civilian and military judicial systems. Topics should include the Federal and State judicial systems and the doctrine of judicial review and the constitutional and legal status of the U.S. Armed Forces with emphasis on their nonpolitical character. Judicial systems and governmental institutions are interrelated and can generally be combined on the same trips. Arrangements may be made for visits to jails, correctional facilities, detention centers, and municipal, state, and federal courts. Meetings may be arranged with officials of these facilities who can describe the functions and responsibilities of these institutions and the rights of prisoners and defendants under the jurisprudence system.
- Political processes
 - This area includes an understanding of American political parties and electoral procedures, and the roles of opposition parties.
 - Political party system. An understanding of the "grass roots" character of American party organization is best gained by bringing IMS in touch with representatives of the political parties to give them an idea of the --
 - Political party organizations.
 - Means by which candidates are chosen.
 - Use of publicity and other means to gain support.
 - Relationships between local, State, and national party organizations.
 - The opposition. Arrangements should also be made for IMS to meet and talk with leaders of opposition parties, preferably office holders rather than party workers. Such a visit should be designed to show IMS the nature of the U.S. "loyal opposition," that its leaders perform official duties and have official status, and that the parties in power and opposition are, in fact, more united than divided on most of the basic problems facing American society.
- Media. Emphasis should be placed on the role of the free press and other communications media. Since a free press is one of the American institutions some foreign visitors find most difficult to grasp, visits to media offices should be arranged. The objective of such visits is to underline how the media works and the way in which editors and publishers define their responsibility to the public. Although tours of radio and TV stations and the printing plants of newspapers are interesting from a technical point of view, they do not make the point of a free media quite as firmly as open discussions with media management and news gathering personnel.
- American Family and Community Life. IMS should be acquainted with the geographic, racial, ethnic, religious, and social diversity of American life; they should learn the effects of recent technological changes and urbanization processes. Every effort should be made to expose international students to American home and community life through friendship with American families.
 - Sponsor families, both civilian and military, must be volunteers interested in the students and willing to include them in family and community activities. Local international organizations, often part of city governments, can provide aid in the recruitment of civilian sponsors. These relationships often continue the education and cultural awareness process



- long after the individual returns home.
- Historical sites and national or state parks. Such trips should include local, state, and national parks and national monuments to underline the care taken to preserve and commemorate American history and our dedication to clean air, clear water, and a natural environment.
 - Cultural events. Art museums, traditional music/dance festivals and performances, theater performances, state fairs American folk ballet, gospel performances or classical concerts at local churches, ethnic festivals, Chinatown, Little Italy, and Indian reservations.
 - Religious institutions. IMS should be given a balanced picture of religion in America, including the vast array of religious institutions that exist openly freely and without Government support under our freedom of religion. IMS should have an opportunity, as appropriate, to visit the houses of worship of the various religious denominations.
 - Ethnic and other minorities. The variety of minority groups in the United States should be explained to IMS. Emphasis should be placed on continuing progress in applying American ideals to all groups and the current steps underway to improve the opportunities of minority groups. IMS who also show a special interest in the affairs of specific American minority groups should be put in touch with responsible leaders of those minorities in order to give them a first-hand idea of the goals and programs of those groups.
 - Industry/Environmental Protection/Agriculture.
 - Industry. Visits to industrial sites should be designed to give IMS an idea of the range of different kinds of industrial enterprise in the American economy. This includes USG-operated dams and hydroelectric institutions, local affiliates of large national corporations, and smaller locally owned industries. Among other matters that company officials should be encouraged to discuss are relations between ownership and management of the company, management-union relationships, decision making procedures in the field of product research and development, production scheduling, marketing; quality and cost controls, character and effect of governmental controls over operations.
 - Transportation. Visits to large transportation centers for rail, air, water, truck, or pipeline will give IMS an opportunity to discuss the problems of management, maintenance, scheduling, and interconnection with transport officials.
 - Environmental Protection. Visits to recycling centers, guest speakers from environmental protection groups and tours of local wastewater treatment plants may be used to emphasize this area. Other tours to local industries should incorporate voluntary and legally required environmental protection measures.
 - Agriculture. Topics should include the factors underlying agricultural productiveness and the changing life and the role of the farmer today.
 - Farms. Trips arranged to farms should show IMS the character of American agriculture. On such trips it may be advisable to match the interest and regional background of IMS with certain specialized types of farming operations in the vicinity. Especially worth emphasizing in such visits are marketing procedures, farmer credit facilities, and kinds of aid farmers receive from federal, state, and other agricultural services in combating pests and disease, controlling breeding stock, and introducing improved varieties of crops.
 - Agricultural experiment stations. Such trips will permit IMS to view development of new and hybrid plants, animal and fish stock, and experiments in controlling local soil conditions, pests, and disease. The financing of the station and the means it uses to make information available to farmers are worthy of emphasis.
 - Economy. IMS should be introduced to the national economy, with its diversity of industrial and business enterprises. Also of significance is the role of USG and the role of private and commercial credit. The following kinds of trip are designed to suggest the scope and diversity of American business enterprise:
 - Credit. Visits to banks, credit unions, savings and loan associations, Federal Housing Administration offices, and agricultural cooperative credit facilities will underline the range of credit available to the average American.



- Financial investments. Visits to local brokerage houses and discussions with brokers will emphasize the principles on which American financial investment is based and the procedures through which it is undertaken.
- Labor and labor-management relations. This area should stress the independent roles of labor and management in negotiating pay, working hours and conditions, and other benefits associated with employment. In addition to putting interested IMS in touch with local union officials, where appropriate, tours to regional and national union headquarters will service to emphasize the scope of such organizations, the objectives of their leadership, and their political and financial independence. Also, IMS should be introduced to union officials during visits to industrial plants.
- Education. IMS should be exposed to the purpose and range of American educational institutions and the relationship between education and a responsible citizenry. Visits to nearby schools, colleges, and universities should be undertaken to show IMS the general range of education, laboratories, and research facilities, extension course programs, agricultural experiment stations, and cultural activities. Area study programs, where they exist, will be of special interest to the IMS. Visits to high schools also may be useful. These visits should underline the role of schools and universities to:
 - Teach and learn, not to function as political instruments.
 - Show the diversity of American educational institutions, including privately endowed colleges, state or city college, land grant universities, and church affiliated institutions.
 - Familiarize IMS with the role of organizations, such as school boards, parent, teacher, student associations, in the American education system.
- Public and social welfare. Emphasis should be placed on the care of the indigent, sick, and aged; public assistance; unemployment benefits; and the Social Security System.
 - Housing. Visits to model homes, apartments, and publicly supported housing developments designed for low and middle-income groups will be of particular interest to IMS.
 - Public and private agencies. Visits to public health agencies, clinics, welfare agencies, national and state employment services, local social security offices, the Red Cross, and other charitable organizations will give the IMS an overall picture of the assistance available in this country.

All IP topics are associated with human rights. When planning any IP event every effort should be made to identify corresponding human rights aspects of the event for the IMS prior to the tour/event. While the words "human rights" do not have to be used with the IMS, the "right" itself, such as the right to freedom of peaceful assembly and association, will be identified prior to observing an opposition political rally.

Funding

Funds for IP are derived from course tuition costs. Navy International Programs Office provides these funds to CG TECOM (SCETC). Navy IPO, Code IPO-04B supervises, administers, and authorizes the expenditure of IP funds within the Department of the Navy. CG TECOM (SCETC) centrally supervises and manages IPs for Marine Corps commands and activities based on IP Plans and Budget Submission.

The form at *Appendix P* should be used to request IP funds for each event. Forms will be E-mailed to the Security Cooperation Education and Training Center (marburyb@tecom.usmc.mil).

The following are general guidelines for funding of IP activities:

- IP funds generally are used for tours, admission, and other off-installation activities that accomplish one or more of the IP topics. However, they can also be used to support certain activities on the training installation that are clearly related to the IP.
- IP tours, including the tour to Washington, DC, normally will be conducted on an all-expense-paid basis. However, IMS may be required to pay certain admission fees and meal costs depending on the type of IP activity.
- An escort may be appointed as a class A agent/cashier to permit advanced withdrawal of IP funds to defray tour costs. The designated class A agent/cashier will arrange payment of expenses. The class A agent/cashier should brief the IMS prior to the tour to ensure a clear understanding of the expenses that will

be paid by the escort. This will not include personal expenditures for such things as souvenirs, phone calls, and laundry. Escorts are cautioned to remain within authorized fund limitations for the tour. Emergency expenditures must be accounted for with full justification.

- Authorized expenses include transportation, quarters, meals, admission and tour fees, and brochures, pamphlets, and maps used as handouts. Personal expenses of the IMS, such as laundry, phone calls, and room service, will be the responsibility of the IMS. Payments for meals for IMS while participating in an IP even should not exceed published per diem meal costs as specified by the JFTR.
- Funding of participation by individuals, who are guests at IP functions on military installations such as luncheons, dinners, and receptions, is authorized. However, discretion must be used to maintain a proper ratio between IMS and U.S. guests. The ratio is flexible, based on the purpose of the IP activity.
- IMSOs are authorized to arrange for transportation and other support required for the IP through installation support activities. The lowest transportation rates should be utilized. If the installation activity does not quote the lowest rates, IMSOs should contact their funding activity/command for assistance, if needed.

Use of IP Funds

- IMSOs may be authorized to be reimbursed for legitimate out-of-pocket expenses incurred as a direct result of IP activities. Reimbursement will be made from IP funds available to the training installation based on itemized expenditures as approved by the installation commander on SF-1164 (Claim for Reimbursement for Expenditures on Official Business). Examples of legitimate out-of-pocket expenses are privately owned vehicle (POV) mileage to and from transportation centers to transport IMS when official vehicles are not available, associated tolls, and parking fees.
- Advance of funds for IP activities may be authorized.
 - When an advance of funds is required, the training installation authorized to incur obligations for IP purposes will perform the following actions:
 - Designate and authorize an individual to incur and pay for expenses.
 - Indicate the number of officer, enlisted, and civilian and international students and the maximum amount to be expended.
 - Authorize the appropriate finance officer to advance the required amount of funds.
 - When billing is made directly by an agency, club, or organization in connection with the IP, such bills will be rendered on the supplier's regular letterhead. The appropriate accounting data will be vouched on SF 1034 (NAVCOMPT 2277) and processed by the appropriate finance officer.
- Single room accommodations are authorized only for flag and general officer IMS. All other IMS will be assigned double room accommodations. IMS below flag and general officer rank who want a single-room accommodation will pay the difference in cost.
- IP funds may be used to defray the cost of group activities for such items as tickets to cultural events and admission to historical sites; special luncheons, dinners, receptions on military installations and other activities. These funds will not be given to the IMS but will be used by the escort to meet expenses connected with the IP.
- Escort expenses should be included in the estimated cost of an IP tour. Escorts will be considered as members of the tour group for participation in all activities and all expenses will be paid from IP funds.
- IMSOs are authorized to obtain an official Government Credit card for use in managing IP expenses.

Funding Constraints

- IP funds will not be obligated or expended to pay for alcoholic beverages. Alcoholic beverages, if served at IP events, must be at no cost to the Informational Program.
- IP funds will not be obligated or expended to pay for food outside the military installation unless associated with IP trip where students do not stay at or have the opportunity to dine upon a military installation.
- IP funds will not be obligated or expended to pay for entertainment expenses for activities that are substantially of a recreational character, including entrance fees at sporting events and amusement parks.
- IP funds will not be used to support purely academic objectives such as field study trips that are an integral part of the training course curriculum. In such cases, expenses will be included as part of the tuition cost

- rather than being drawn from IP funds.
- IP funds will not be used to defray transportation expenses to and from field study assignments when such assignments are for academic purposes and not specifically intended to further the goals of the IP. IP funds will be used only for the incremental cost related to IP events which on such assignments. The 500-mile round trip limitation will be calculated from the site of the field study assignment in this situation.
- Excess baggage is not an authorized IP expense.

Planning And Program Development

The IMSO will act as the principal advisor for the IP. As such, it is the IMSO's responsibility to develop an annual plan and proposed budget for IP events. IMSOs must carefully review and weigh plans for IP trips that involve extensive travel and costs against the IP objectives to be achieved. This plan and budget will be submitted to Security Cooperation Education and Training Center, MCCDC by 1 July of each year. The IP budget submission will include the following information:

- Future plans for implementing the IP. These plans should contain sufficient detail to permit an accurate assessment of activity efforts towards fulfillment of DoD IP goals.
- An estimate of the number of IMS to be trained during the next reporting period. This projection may be based on past attendance data.
- An estimate of the total number of IMS weeks of training during the next training cycle.
- Quarterly breakout of the next fiscal year IP funding requirements.

The IP begins with the in-country departure briefing of IMS by SAOs and continues throughout the training period. A warm reception in the United States and home hospitality for IMS are essential elements of a successful IP.

In conjunction with the commencement of training, an orientation program should be arranged for IMS. This orientation is particularly important for IMS who have just arrived in the United States. Orientation programs may include the following:

- Administrative processing.
- Tours of the installation and neighboring community.
- A preview of course content.
- Language training enhancement in technical terminology.
- A briefing on the available facilities at the training installation.
- The presentation of specific IP topics should commence during this period.

The success of the program depends largely on the imagination used and the diversity of activities planned to interest the IMS in the IP objective. Each command should ensure that its program is interesting and attractive to earn the full and active support of IMS. The *Joint Service IP Handbook* should provide sufficient information to successfully implement the program. The IP will be devised to carry out the provisions of this handout, considering activities previously conducted to avoid repetition. Special attention may given to the following actions:

- Plan IP events carefully. The program is to be viewed as an exposure to U.S. institutions, ideals, and society to create understanding. Briefing material should be carefully studied by the IMSO in preparing for IP activities, keeping in mind that this material may not always be suitable for direct use by the IMS.
- Revising the content of formal military courses, when appropriate, to incorporate material described in the IP objective. Installations whose training programs are primarily academic in nature may find it appropriate to include lectures and seminars of IP topics in their course of study. This method is endorsed provided it does not convey the impression of forced feeding or indoctrination. In all instances where seminars, lectures, or film showings are scheduled, the atmosphere should be informal. Questions and open discussion periods should be encouraged.
- Optimum use should be made of time that becomes available when the IMS is excused from classified portions of the courses. When possible, those portions of a course from which the IMS will be excused

- should be consolidated to permit time for special IP activities.
- Providing materials to IMS for individual reading and study that further the IP objective.
- Developing a community participation program for the IMS with local civic organizations.
 - Community participation in the IP is essential. Chambers of Commerce and other civic groups make a worthwhile contribution in the introduction for IMS to civilian communities. Members of these civic groups should be briefed thoroughly on the goal and areas of emphasis of the IP.
 - Civilian organizations established for the purpose of welcoming foreign visitors to the United States exist within a 250-mile radius of most training installations. These organizations should be used as much as possible.
- Developing a military and a civilian sponsorship program for individual IMS.
- Providing special lectures by visiting speakers prominent in their fields.
- Taking trips to community points of interest, regional centers, and, for those courses of instruction approved by the Security Cooperation Education and Training Center, trips to Washington, DC.

In arranging IP activities, maximum use will be made of local civic groups, organizations, agencies, facilities, and historical attractions. Of particular interest is the development of an IMS Sponsorship Program to include both U.S. military and civilian participants.

Trips, with the exception of the Washington, DC, tour, will be limited to 500 miles round trip. A waiver from CG TECOM (SCETC) is required for planned events that exceed the 500-mile limit. Exceptions beyond the 500-mile limit will be planned on a very limited basis only after all local IP possibilities have been exhausted. Emphasis should also be placed on activities in the local civilian community as a means of providing the best possible exposure to the civilian aspects of the program.

The entertainment and social aspects of activities will not be a predominant element of the IP. Social functions in connection with program activities will be arranged in good taste. Activities that could be interpreted as being lavish are to be avoided.

Visits, lectures, round table discussions, and film showings will be based on the topics outlined above and on guidance from the Security Cooperation Education and Training Center, TECOM.

The following considerations, while not specifically within the objective of the IP, are necessary to its success:

- Prompt attention to the personal needs of the IMS (for example, clothing, billeting, and pay).
- Courteous reception and appropriate administrative briefing to welcome the IMS to the installation and the United States, to include an explanation of the IP objective, areas of emphasis, and planned IP activities.

Tour to Washington, DC. Subject to the availability of time, funds, and CG TECOM (SCETC) approval, IMS may tour Washington, DC during their stay in the United States. A maximum of 4 days for this tour is authorized, plus travel time.

- The purpose of this tour is to give IMS a deeper understanding and appreciation of the United States and to acquaint them with some of the functions of our national government to which they have been exposed through IP topics. It is important that, before arrival in Washington, DC, IMS be adequately briefed concerning the USG system and the salient aspects of governmental activities that exist in Washington, DC. A previous trip to a state capital may be beneficial in this respect.



- The Washington, DC, tour is for IMS who have not previously toured the nation's capital during the current sequence of training under the official sponsorship of security cooperation.
- Training installations are responsible for arranging round trip transportation to comply with the tour schedule.
- U.S. personnel designated as escorts will familiarize themselves with the objective of the IP. They will be prepared to make maximum use of the Washington, DC, tour to attain those objectives. Knowledge of the Washington, DC, area as the seat of national government is a must. Escorts will brief IMS on each day's itinerary describing the significance of the places to be visited. It will be emphasized that the full planned itinerary must be followed and exceptions will be made only in the cases of illness or inclement weather.

For better understanding of the United States and its people, IMS should be acquainted directly or indirectly with the specific topics or themes outlined in the Areas of Emphasis and Goals section. Each topic bears on a significant facet of life in the United States and contributes to an understanding of the IP areas of emphasis.

In developing the IP at installation level, each IMSO responsible for an IMS is expected to supplement or modify the topics when necessary to fit the character and background of the IMS involved and the training time and local resources available for such purposes.

Exposure of the IMS to the non-military aspects of life in the United States is important to security cooperation, second only to the strictly military training of that program.

In a program of this nature, it is necessary to present pertinent facts and historical information. IP topics are not ends in themselves but are vehicles for achieving the policy goal and objective stated in the JSAT Regulation and this information.

In general, the "learning by seeing and experiencing" process should be followed in presenting the concepts of this program. In this regard, local trips or events at which acknowledged military and civilian experts receive IMS and make presentations in their particular area are means by which these topics can be effectively covered.

Mementos, plaques, school emblems, and other commemorative items. The presentation of mementos, plaques, school emblems and other commemorative items is authorized under the following conditions:

- Each item should be of a permanent nature, with the exception of photographs. Ball caps and T-shirts are not considered to be of a permanent nature.
- Presentation is limited to one item per IMS at each training installation at a cost not to exceed \$20. Exceptions must be approved by the Security Cooperation Education and Training Center, TECOM.

IP Execution

Every effort should be made to ensure that IMS are properly received within the military and civilian communities. A successful method for accomplishing this objective is through the use of sponsors.

- **Military sponsor.** To extend appropriate assistance and hospitality to the IMS, a military sponsor (student or faculty member) of appropriate rank should be provided.
- **Civilian sponsor.** To give the IMS a perspective of American family life within the civilian community environment, a civilian sponsorship program should be established through active liaison with the local community.

Prior to each IP event, the IMSO or escort must brief IMS on the learning objective of the IP activity. At the conclusion of the event, the IMSO or escort will summarize the event with the IMS.

Select knowledgeable and well-informed escorts for IP trips. The recommended ratio of U.S. escorts for visits, trips, and tours is as follows:

- One to 10 participants--one escort.

- Eleven to 20 participants--two escorts.
- Twenty-one to 50 participants--three escorts.
- More than 50 participants--four escorts.

Ensure that persons who address IMS are made aware of the overall program objective, the specific purpose of the visit, and the general English language comprehension level of the IMS.

IMS and escorts participating in IP tours are considered to be in a duty status. Therefore, appropriate personnel orders will be published for IP activities that are in excess of 10 hours.

USG transportation will be used to the fullest extent possible in an effort to broaden the program and effect economy.

- Commercial transportation is authorized as required.
- To provide the IMS a close look at the U.S. countryside, installations are encouraged to use surface transportation for short trips.

IMET IMS authorized living allowances will continue to receive the same rate for the duration of an IP activity.

Dependents in the IP

- When considered appropriate, dependents may accompany their sponsors on local trips on a space-available basis and at no cost to the USG. An exception is for minor costs, when individual collection from dependents for their share is impractical; for example, parking fees or tolls.
- Dependents are not authorized generally to accompany IMS on the Washington, DC, tour. If dependents do accompany IMS, it will be at no additional cost to the USG.

Orientation for U.S. personnel

- To assure a general understanding of the IP and its relationship to the security cooperation, training installations should schedule periodic briefings to ensure that U.S. personnel are familiar with program objectives and functions.
- Support of all installations activities is essential to the fulfillment of Military Services responsibilities for the IP. IMSOs are the focal points for IP activities. IMSOs require the cooperation and assistance of finance, transportation, public affairs, and other installation representatives to carry out an effective program.

Public affairs. Public affairs will be conducted in accordance with the JSAT. In addition, the installation public affairs office will be solicited for assistance as required to promote and support the IP by –

- Furnishing advice and counsel concerning the various aspects of community relations, with special emphasis on determining the feasibility of projects and procedures for implementation.
- Becoming familiar with the IP and the responsibilities of the IMSO.
- Devoting command information time to security cooperation.

Follow-up on graduates. IMSOs and classmates are encouraged to maintain contact with graduates after the IMS return to their home country.

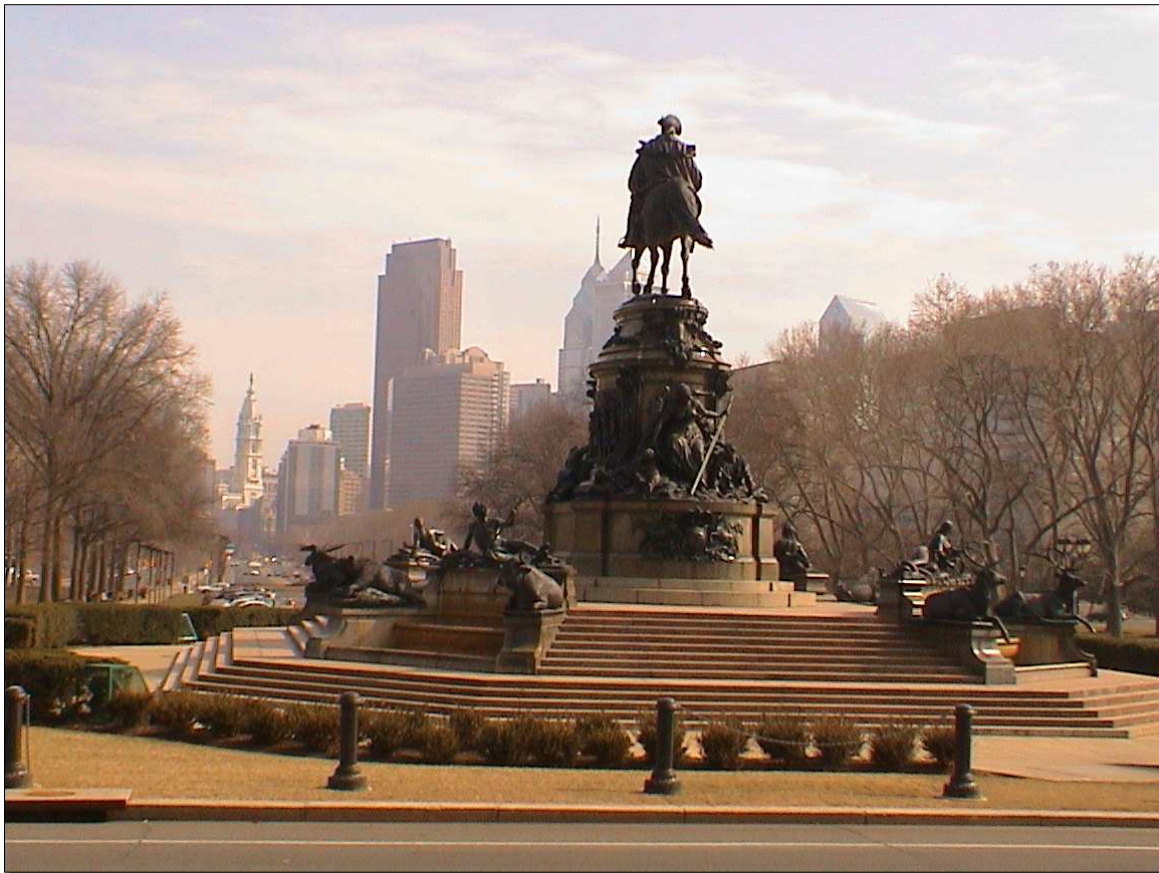
Reporting requirements

- Training installations will maintain a record of completed IP activities so they can respond readily to requests for information.
- Guidelines in the IP Handbook require IMS as well as escort evaluation of all IP activities. Escort assessment sheet forms and international student IP event evaluation sheet forms are contained in the handbook and may be reproduced locally. Any commands not in possession of the handbook should

contact SCETC for a copy. These evaluations are used as measuring tools to quantify the success of this valuable program, and to justify future IP funding levels. USMC organizations utilizing IP funds must submit the escort assessment as well as IMS evaluations with every settlement of IP funds to SCETC.

Disbursing funds. Disbursement of funds will be made by a designated Class A agent/cashier in accordance with the DoD Financial Management Regulation DoD 7000.14-R, Vol. 5, Para 030402. IMSOs at local commands may be authorized to draw advance funds by the Commanding Officer.

- The designated individual will submit a claim using SF 1164 to the authorizing officer for approval. Each claim will be supported by accounting instructions specified the authorization for the expenditure of these funds.
- A copy of the liquidated SF 1164, indicating final cost of IP event must be forwarded to CG TECOM (SCETC).



Appendices

Appendix A Marine Corps Training Activities

ARIZONA

Marine Corps Air Station, Yuma, Arizona - <http://www.tecom.usmc.mil/mawts1>
Marine Aircraft Group Thirteen

LOCATION: Marine Corps Air Station, Yuma, AZ, is located approximately 180 miles southwest of Phoenix, AZ; Location Code: **MSY**
ARR/DEP INFO: Preferred airport, Yuma International Airport, Yuma, AZ
POC: Operations Officer (S-3), (928) 269-3688, DSN 269-2109/5387/2165; Duty NCO (24 hours) (928) 269-2124
TRANS: Taxi available (\$12); rental car located within Yuma International Airport; personnel from NATO countries may utilize their own driver's license under NATO Status of Forces Agreement, other country personnel need international driver's license with country license
BILLETING: BOQ billeting available at \$20 per day, all students billeted on base
MESSING: Available at both the dining facility and the officers' mess, meals range from \$5-\$10 per day
UNIFORM: Service "C", camouflage utilities, or flight suits are the uniform of the day year-round; physical training gear, including running shoes, is also required; service "A" uniforms are not required
CLIMATE: Normally 80-110 degrees F; in the spring, evenings and mornings are cool, 50-70 degrees F, with the daytime temperature rising to 80-85 degrees F
MAILING ADDRESS: Commanding Officer, MAG-13, Attn: S-3, PSC Box 99180, MCAS Yuma, AZ 85369-9180
MESSAGE ADDRESS: MAG THIRTEEN YUMA AZ//S3//

CALIFORNIA

Naval Amphibious Base, San Diego, California
Expeditionary Warfare Training Group, Pacific - <http://www.ewtgpac.navy.mil>

LOCATION: Expeditionary Warfare Training Group, Pacific is located in Building 15 on the Naval Amphibious Base in San Diego, CA; Location Code: **EWP**
ARR/DEP INFO: Preferred airport, Lindbergh Field, San Diego, CA; students will be met at the airport when advance arrival information has been received; students report to Building 15, Room 110, if not met at the airport
POC: IMISO: (619) 437-3750; DSN: 577-3750
EMERGENCY NUMBER: (619) 437-2246; DSN 577-2246
TRANS: Taxi service is available from airport to Naval Amphibious Base at a cost of approximately \$20; commercial bus service available at nominal cost; rental car must be registered on base with proof of ownership and insurance
BILLETING: BOQ is available (619) 437-3859, if advance arrival information received, room will be reserved at \$8 per night; local motels available at approximately \$60 per night; if student authorized to bring dependents, they are allowed to stay in BOQ maximum of two weeks; student should call BOQ in advance and inform them of plans for family
MESSING: Officer's Club/BOQ serves two meals per day, cost approximately \$4 for lunch and \$12 for dinner; fast food service is available on base; breakfast is available at Naval Amphibious Base Galley
UNIFORM: Seasonal service uniform ("B" or "C") and camouflage utilities are the uniform of the day; physical training gear, including running shoes, appropriate to the season is also required; service "A" uniforms are not required
CLIMATE: Warm to hot and arid most of the year (75-80 degrees F); cool to cold at night (35-65 degrees F) with rain more likely during January and February
MAILING ADDRESS: Commanding Officer, Expeditionary Warfare Training Group Pacific (CODE 53), 3423 Guadalcanal Road, San Diego, CA 92155-5099
MESSAGE ADDRESS: EWTGPAC SAN DIEGO CA//53//

Marine Corps Air Station, Miramar, California

Marine Corps Air Bases, West - <http://www.miramar.usmc.mil>

LOCATION: Marine Corps Air Bases West is located on Marine Corps Air Station, Miramar, CA, which is located approximately 17 miles north of San Diego, CA; Location Code: **MCA**

ARR/DEP INFO: Preferred airport, Lindbergh Field, San Diego, CA; students will be met at the airport when advance arrival information has been received

POC: IMSO: (858) 577-4717, DSN 267-4717/1494 (during working hours)
OFF DUTY HOURS: Air Station Duty Officer (858) 577-1141

TRANS: Local bus service is available; taxi service is also readily available; rental car recommended for travel around area; International driver's license and country license required to drive in California

BILLETING: Officer and enlisted billeting available; recommend advance reservations be made with BOQ/BEQ office (858) 577-4233/4235; area motels range in price from \$95 per night and up

MESSING: Government messing for officer (\$26.00) and enlisted (\$21.00).

UNIFORM: Seasonal service uniform ("B" or "C"), camouflage utilities, or flight suits are the uniform of the day; physical training gear, including running shoes, appropriate to the season is also required; service "A" uniforms are not required

CLIMATE: Warm to hot and arid most of the year (75-80 degrees F); cool to cold at night (35-65 degrees F) with rain more likely during January and February

MAILING ADDRESS: Commander, Marine Corps Air Bases West, Attn: G3 TRNG,
MCAS Miramar, Box 452001, San Diego, CA 92145-2001

MESSAGE ADDRESS: COMCABWEST MIRAMAR CA //G3T//

Marine Corps Air Ground Combat Center, Twentynine Palms, California

Marine Air Ground Task Force Training Command

Marine Corps Communications Electronics School - <http://www.29palms.usmc.mil/tenants/mcces>

LOCATION: Marine Corps Air Ground Combat Center, Twentynine Palms, CA, is located approximately one hour north of Palm Springs, CA; approximately three hours east of Los Angeles, CA (approximately 150 miles); Location Code: **MBT**

ARR/DEP INFO: Preferred airport, Palms Springs Airport, Palm Springs, CA; IMS scheduled to attend formal schools will be met at the airport if advance arrival information has been received, IMSO will provide transportation from airport; Marine Liaison Desk located next to Baggage Claim at airport, hours of operation is 0900-2300

POC: IMSO: (760) 830-6174, DSN 230-6174 (during working hours)
OFF DUTY HOURS: (760) 830-6157

TRANS: Commercial bus available; rental car recommended; in order for IMS to obtain a California driver's license, IMS must first pass California test then obtain appropriate car insurance; IMS must show appropriate ID/ITO at Main Gate to obtain/register vehicle on Base or to gain access to Base

BILLETING: BOQ/BEQ available, IMS can reserve 60 days in advance; BOQ \$10-\$20; BEQ no charge; limited availability for families in base housing

MESSING: Not available for officers; enlisted mess available, meal card issued (dining facility within walking distance from billeting)

UNIFORM: Camouflage utility uniform required for training; service "A" uniform required for graduation; physical training gear, including running shoes, appropriate to the season is also required

CLIMATE: Summer, extremely hot/dry (May to September); winter, cool to freezing (October to April).

MAILING ADDRESS: Commanding Officer, Marine Corps Comm/Elec School, MCAGCC,
Attn: IMSO-SOPS, P. O. Box 788251, Twentynine Palms, CA 92278-8251

MESSAGE ADDRESS: CG MAGTF TRNGCOM TWENTYNINE PALMS CA//MCCES//

Marine Corps Base (MCB), Camp Pendleton, California - <http://www.pendleton.usmc.mil>

First Marine Expeditionary Force (I MEF)
School of Infantry (SOI)
Light Armored Vehicle School (LAV)
Assault Amphibian School (AAS)
1stMarDiv

Naval Air Maintenance Training (NAMTRA), Marine Unit (Formerly HMT-303 FREST)

LOCATION: Marine Corps Base, Camp Pendleton, CA, is located approximately 30 miles north of San Diego, CA; Location Code: **SEE BELOW**

ARR/DEP INFO: Preferred airport, Lindbergh Field, San Diego, CA; IMS scheduled to attend formal schools will be met at the airport when advance arrival information has been received

POC: *IMEF* – (760) 725-9282, DSN 365-9282; LC: **N/A**
MCB – (760) 725-5007/6010, DSN 365-5007/6010 (during working hours); LC: **MBP**
SOI – (619) 725-7017/7505/7174, DSN 365-7505/7017 (during working hours); SOI Duty Officer: (619) 725-7973; LC: **SIW**
LAV School – (619) 725-7016/7536/7177, DSN 365-7016/7536/7177 (during working hours); LC: **MAB**
AAV School – (619) 725-2942/2639, DSN 365-2942/2639 (during working hours); AAS Duty Officer - (619) 725-2418; LC: **MAB**
1stMarDiv – (760) 725-5882/5876 (during working hours); LC: **MFD**
NAMTRA Marine Unit – (760) 725-3362/4005, DSN 365-3362/4005; LC: **HMP**

TRANS: There is a bus system that provides transportation to all areas of the base; transportation to and from the airport can be arranged provided sufficient notice is given: international driver's license and country license required to drive in California

BILLETING: BOQ is available at \$17-\$20 per day according to rank and billeting accommodations, no kitchen; BEQ is available at \$17 per day, no kitchen; for reservations call: (760) 725-3451, DSN 365-3451; **MFD**: Government quarters are available at no cost

MESSING: Government messing is available at an average cost of \$8 per day; **MFD**: Government messing available at a cost

UNIFORM: All (unless otherwise indicated): Seasonal service uniform (“B” or “C”) and camouflaged utilities are the uniform of the day; physical training gear, including running shoes, appropriate to the season is also required
SIW – four sets of camouflage utilities required; service “C” required for graduation; all required field gear will be issued by SOI supply
MAB – camouflage utilities are the uniform of the day; service “C” required for graduation
MFD – three sets of camouflage utilities required; all required field gear will be issued by G-4

CLIMATE: Warm to hot and arid most of the year (75-80 degrees F); cool to cold at night (35-65 degrees F) with rain more likely during January and February

MAILING ADDRESS: *IMEF* – Commanding General, First Marine Expeditionary Force,
Attn: G3T, Box 555300, Camp Pendleton, CA 92055-5300
MCB – Commanding General, Marine Corps Base (TRMD); Box 555021,
Camp Pendleton, CA 92055-5021
SOI – School of Infantry, Assistant Operations Officer (S-3),
Box 555061, Camp Pendleton CA 92055-5061
AAV – Commanding Officer, AAS Schools Battalion, Box 555041,
Camp Pendleton, CA 92055-5041
LAV – Send mail to MCB
1ST MARINE DIVISION – Commanding General, First Marine Division,
Attn: G3T, PO Box 555381, Camp Pendleton, CA 92055-5381
NAMTRAMARINE UNIT – Commanding Officer, Naval Air Maintenance
Training, Marine Unit, P.O. Box 555218, Camp Pendleton, CA 92055-5218

MESSAGE ADDRESS: *IMEF* – CG I MEF//G3T//
MCB – CG MCB CAMP PENDLETON CA//BT10//
SOI – CG MCB CAMP PENDLETON CA//SOI/S-3//
AAV – AASBN MCB CAMP PENDLETON CA//
LAV – CG MCB CAMP PENDLETON CA//LAV//
1STMARDIV – CG FIRST MARDIV//G3T//

Marine Corps Recruit Depot, San Diego, California

Drill Instructor School - <http://www.mcrdsd.usmc.mil>

LOCATION: Marine Corps Recruit Depot, San Diego is located in San Diego, CA; Location Code: **RDS**
ARR/DEP INFO: Preferred airport, Lindbergh Field, San Diego, CA; students scheduled to attend formal school will be met at the airport when advance arrival information has been received
POC: During working hours - (619) 524-4421/4418, DSN 524-4421/4418
After working hours - Recruit Depot Duty Officer: (619) 524-1772
TRANS: Due to small size of base, no base transportation is available; public transportation is readily available from the Recruit Depot into San Diego, to rail and airline terminals, and to other cities; rental car/POV **not** encouraged
BILLETING: On base billeting available at \$20 per day for officers and \$11 per day for enlisted; off base housing not authorized; enlisted students live in modern enlisted barracks (2 per room) at a cost of \$11 per day
MESSING: Government messing is available for students issued a meal card; weekday breakfast cost is approximately \$1.60, Lunch \$3.25, and Dinner \$3.25; holidays and brunch cost \$3.65 and dinner \$4.45
UNIFORM: Three sets of camouflage utilities, one set of service "A", and three sets of service "C" uniforms are required for training; physical training gear, including running shoes, appropriate to the season are also required; blue dress uniform not required; civilian suit required for professional dinner
CLIMATE: Warm to hot and arid most of the year (75-80 degrees F); cool to cold at night (35-65 degrees F) with rain more likely during January and February
MAILING ADDRESS: AC/S G3T, MCRD/WRR, 1600 Henderson Avenue, Suite 208, San Diego,
CA 92140-5098
MESSAGE ADDRESS: CG MCRD WRR SAN DIEGO CA//G3T//

Marine Corps Mountain Warfare Training Center, Bridgeport, California

Marine Corps Mountain Warfare Training Center - <http://www.mwtc.usmc.mil>

LOCATION: Marine Corps Mountain Warfare Training Center is located approximately 18 miles north of Bridgeport, CA; Location Code: **MCM**
ARR/DEP INFO: Preferred airport, Reno-Cannon Airport in Reno, NV; Reno-Cannon Airport is approximately 100 miles from training center; arrival information **must** be received well in advance because of the remoteness of training center and distance from the airport; students will be met at airport if advance arrival information is received
POC: (760) 932-7227, DSN 985- 7227
TRANS: No public transportation is available; rental car recommended because of remoteness of area (closest metropolitan area is 1 1/2 hours away), international driver's license is sufficient to rent a vehicle
BILLETING: International military students are expected to live in student facilities, currently Quonset huts; during the course of instruction, IMS may be billeted in hardback tentage at a mountain base camp; each course includes overnight field time
MESSING: Provided (with charge) to all students (mission essential messing); students, other than IMET enlisted IMS drawing supplemental living allowance, must have sufficient cash on hand to cover meal costs (approximately \$350 per course)
UNIFORM: Camouflage utilities are required for training; harsh mountain environment requires special cold weather equipment; training center will provide field gear and appropriate cold weather equipment; student clothing and equipment requirements are listed for each course in this *Guide*
CLIMATE: Winter temperatures range from 0 degrees F at night to above freezing (32 degrees F) during the day; summer nights are cool to cold with daytime temperatures up to 90 degrees F; **elevation at the training center is 7,000 – 11,500 feet above sea level**
SPECIAL INSTRUCTIONS:

- Dependents are not authorized at this training location because of its remoteness and lack of facilities.
- There are no banking facilities located on or near the training center; the nearest disbursing office is approximately 150 miles away; IMS not receiving IMET supplemental living allowance should come with sufficient cash or money orders to cover costs of meals and any other personal expenses; as authorized by the *Joint Security Assistance Training Regulation*, IMET students that rate supplemental living allowance (both officers and enlisted) should receive 100% advance of their authorized allowance for their entire training period at the center prior to their arrival; cost of meals

for enlisted IMET IMS authorized supplemental living allowance will be charged to the IMET line of accounting on the ITO

MAILING ADDRESS: Commanding Officer (S-3), Marine Corps Mountain Warfare Training Center,
Bridgeport, CA 93517-5001

MESSAGE ADDRESS: MCMWTC BRIDGEPORT CA//S3//

FLORIDA

Naval Diving and Salvage Training Center, Panama City, Florida

Marine Corps Liaison – <http://www.cnet.navy.mil/ndstc/usmc.asp>

LOCATION: Naval Diving and Salvage Training Center is located in Panama City, FL; Location Code: **DIV**

ARR/DEP INFO: Panama City is served by several major airlines. IMS arriving in Panama City may travel to the Diving and Salvage Training Center by taxi, however, because of force protection issues, taxis are not allowed access to the Center itself. Front gate personnel will assist arriving students reach their final destination. Arriving IMS should report to building 350 no later than 0900 on the last day prior to class convening date. For classes convening on Mondays, IMS must report not later than 0900 on the preceding Friday. IMS arriving at the Center after duty hours should report to the NDSTC quarterdeck for official command endorsement. These students will then be directed to the BEQ/BOQ with instructions to report to building 350 the next duty day.

POC: During working hours: (850) 235-5838

TRANS: Local bus service is not available. IMS are encouraged to carpool when attending courses. Rental vehicles are available but parking is limited at the Center.

BILLETING: Government quarters are normally available. Enlisted personnel report to building 484 for BEQ assignments, officers report to building 149. Cost of quarters - \$16 per night for officers and enlisted personnel in the grade of E-7 and above; \$13 per night for E-5 and E-6; \$7 per night for E-4 and below. Reservations are required 30 days prior to class convening date. Advance arrival information must be submitted prior to that date to assure appropriate reservations are made.

MESSING: Government messing is available at the Center. All students are issued meal cards however officer students are required to pay for each meal consumed.

UNIFORM: Camouflage utilities are the uniform of the day; service "C" uniform is worn on the first day of class and for graduation; physical training gear, including running shoes, appropriate to the season is also required.

CLIMATE: Panama City is located on the coast of the Gulf of Mexico. Summers are hot and winters are moderate. This area is subject to severe hurricane storm conditions during the period of June through November annually, students are pre-briefed on hurricane safety.

MAILING ADDRESS: Commanding Officer
Naval Diving and Salvage Training Center (Attn: Marine Liaison)
350 South Crag Road
Panama City, FL 32407-7016

MESSAGE ADDRESS: NAVDIVSALVTRACEN PANAMA CITY FL

GEORGIA

Marine Corps Logistics Base, Albany, Georgia

Marine Corps Logistics Bases - <http://www.ala.usmc.mil>

LOCATION: Marine Corps Logistics Base is located at the logistics base in Albany, GA; Location Code: **MSA**

ARR/DEP INFO: Preferred airport, Albany, GA

POC: During working hours: (229) 639-6517/6617
Command Duty Officer: (229) 639-5206/5201

TRANS: Rental car recommended; taxi service is available; IMS may use their own country license for a period up to one year; if the IMS desires to obtain a GA license, then the IMS must provide home country license, valid passport or INS card, proof of GA residency (housing or lease contract, utility bill, phone bill, bank statement), and take full test (written and driving test - cost \$15.00)

BILLETING: BOQ is available at a cost of \$18 - \$28 per night; BEQ is available for E-8 and below at a cost of \$15 per night, (30 days advance notice required for BOQ/BEQ reservations); family quarters average \$28 per day

MESSING: Government messing not available; Crossroads Inn restaurant serves breakfast and lunch (prices range from \$6.00 to \$13.00); evening meals are not normally available at the Crossroads Inn except for special occasions

UNIFORM: Seasonal service uniform and camouflage utilities are the uniform of the day; service "C" uniform worn on Fridays; physical training gear, including running shoes, appropriate to the season is also required; service "A" uniform required for graduation.

CLIMATE: Summer weather is hot and humid, winters are mild

MAILING ADDRESS: Commander (Code: 819), Marine Corps Logistics Bases,
814 Radford Blvd, Suite 20330, Albany, GA 31704-0330

MESSAGE ADDRESS: COMMARCORLOGBASES ALBANY GA//819//

Fort Gordon, Georgia

Marine Corps Detachment, Ft Gordon, Georgia - <http://www.gordon.army.mil/mardet>

LOCATION: Marine Corps Detachment is located on Fort Gordon, which is near Augusta, GA; from the airport the current rate for a single passenger taking a taxi to the Marine Detachment is approximately \$20.00; if renting a car, exit Bush Field airport by following the signs to Tobacco Road, go straight at the stop light staying on Tobacco Road, follow Tobacco Road to the fifth stoplight staying left, after crossing Highway 1 on the overpass enter Gate 5 and follow Avenue of The States Road to a four way intersection (getting into the left turn lane), turn left onto Lane Avenue, just past the corner of 28th and Lane Avenue turn right into the first parking lot; the Marine Detachment is located in Building 25425; after hours call the OOD, number is posted on front hatch; Location Code: **BCP**

ARR/DEP INFO: Preferred airport, Bush Field, Augusta, GA.

POC: During working hours, report to the administrative office in bldg 25425; 706-791-6990/1024 DSN: 780-6990/1024 - MSgt Farrior
After Working Hours: 706-399-1888/1889, Pager 706-739-8352; phone in the rear of bldg 25425.

TRANS: No base transportation; recommend rental vehicle

BILLETING: Depending upon availability of rooms, all students (regardless of rank) will utilize government billeting; contact NCOIC for current availability (780-7031); if government billeting is not available, IMS will need to contact Griffith Hall at 706-791-2277 to make reservations; before utilization of off base quarters, IMS must obtain a non-availability statement from Griffith Hall.

MESSING: Messing is not available for SNCOs or officers; sergeants and below will receive a meal card

CLIMATE: Summer weather is hot and humid; winters are mild

UNIFORM: Camouflage utilities and seasonal service uniforms ("B" and "C") are worn for classes; physical training gear, including running shoes, appropriate to the season is also required; service "A" is required for graduation

MAILING ADDRESS: Marine Corps Detachment
608 Lane Avenue, Building 25425
Fort Gordon, GA 30905-5221

MESSAGE ADDRESS: MARCOREP FORT GORDON GA//G3//

HAWAII

Marine Corps Base, Kaneohe Bay, Hawaii - <http://www.mcbh.usmc.mil>

LOCATION: Located Kaneohe Bay, HI; Location Code: **MCK**

ARR/DEP INFO: Preferred airport, Honolulu Airport. When advanced notice is given, IMS will be met at the Honolulu Airport.

POC: During Working Hours: (808)-257-1364/1397
After Working Hours: (808) 257-1365

TRANS: Public transportation is available. Car rental is available. Training at MCB Hawaii for IMS is generally one week, therefore IMS do not need a state driver's license; IMS will need to meet all standard commercial rental car agreement requirements to rent a vehicle

BILLETING: IMS normally stay at the Base BOQ for approximately \$25-35 per night; IMS can also stay off base in Waikiki at a cost of \$90-\$150 per night

MESSING: There is no officer mess on base; meals off base cost approximately \$8-\$16 for each meal

UNIFORM: Flight suits are the normal uniform of the day for simulator training; camouflage utilities are uniform of the day for other training; physical training gear, including running shoes, is also required

CLIMATE: There is only one season in Hawaii and the temperature regularly goes above 85 degrees; typical daytime weather is partly sunny with a chance of showers; temperatures can be chilly at night (68 degrees)

MAILING ADDRESS: Officer-In-Charge
Attn: CVIC
HQBN, CVIC, P.O. Box 63002
Marine Corps Base Hawaii
Kaneohe Bay, HI 96863-3002

MESSAGE ADDRESS: CG MCB HAWAII KANEOHE BAY HI//CVIC/G3//

MARYLAND

US Army Ordnance Center and Schools, Aberdeen Proving Ground, Maryland

Marine Corps Detachment, Aberdeen Proving Ground, Maryland - <http://www.usmc2100.apg.army.mil>

LOCATION: Aberdeen Proving Ground (APG) is located on the Chesapeake Bay approximately 30 miles North of Baltimore, MD, 70 miles North of Washington, DC, and 75 miles South of Philadelphia PA; Location Code: **MRM**

ARR/DEP INFO: Preferred airport, Baltimore Washington International (BWI) Airport; a good source for information at BWI is the USO located on the lower level near the baggage claim area where IMS will find information, refreshments and a safe place to stow luggage for while waiting for transportation; USO's hours are 0900-2200 7-days a week.

POC: OOD at 1-800-392-2015 (ask for extension 5703)

TRANS: IMS will need to acquire ground transportation to APG (approximate distance 40.5 miles); the personnel at the USO can provide IMS with information on the bus and train schedules and taxi services; a taxi or shuttle van will cost between \$45 - \$70

BILLETING: Upon arrival at APG IMS will report to the Marine Detachment Officer of the Day (OOD) located in building 4501. Bldg 4501 is located just off Boothby Hill Ave. on Darlington Ave; after checking in IMS will be given linen and issued a room in Randolph barracks

MESSING: Messing available. Restaurants in the local community.

UNIFORM: Camouflage utilities will be worn for classroom instruction; service "A" uniform is required for graduation

CLIMATE: Hot and humid in the summer months; cold in the winter months; coats, jackets, sweaters are needed during winter months

MAILING ADDRESS: US Army Ordnance Center and Schools
Marine Corps Detachment
Building 4501 Darlington Avenue
Aberdeen Proving Grounds, MD 21005-5281

MESSAGE ADDRESS: MARCOREP ABERDEEN PROVING GROUNDS MD//S3//

MISSOURI

U.S. Army Engineer Center, Fort Leonard Wood, Missouri

Marine Corps Detachment, Fort Leonard Wood, Missouri - <http://www.wood.army.mil>

Engineer Equipment Instruction Company
Military Police/Nuclear, Biological and Chemical Instruction Company

LOCATION: Marine Corps Detachment is located at the U.S. Army Engineer Center at Fort Leonard Wood, MO; Location Codes: **MDF** and **MDP**.

ARR/DEP INFO: Preferred airport, Lambert Field, St. Louis, MO, with a connecting commuter flight directly to Fort Leonard Wood (Forney Airfield); commuter airlines operate three flights daily into Forney Airfield on Fridays and one flight daily on Saturdays and Sundays; for reservations for direct flight into Forney Airfield, call 1-800-221-2000

POC: During working hours: (573) 596-5927, DSN 581-5424
Command Duty Officer (573) 596-7299, 1-800-874-9488, ext 60752 (toll free)

TRANS: Rental car required (must be secured before arrival at Fort Leonard Wood), cost approx \$45 per day; International Driver's License required or students can use their country licenses; Command Duty Officer will provide transportation to and from Forney Airfield at no charge; an on base shuttle is available at no charge for movement to and from training and other official requirements

BILLETING: Unaccompanied billeting is available at \$25 per day; accompanied billeting is also available and the rates will vary with type of quarters and furnishings required.

MESSING: Government messing facilities are not available

CLIMATE: Summer is hot, winters are cold; fall and spring are both mild

UNIFORM: Four sets of camouflage utility uniforms are required for training; physical training gear, including running shoes, appropriate to the season is also required

SPECIAL INSTRUCTIONS: There is no Marine Corps disbursing office located at Fort Leonard Wood; as authorized by the *Joint Security Assistance Training Regulation*, IMET students that rate supplemental allowance should receive 100% advance of their authorized allowance for their entire training period prior to their arrival

MAILING ADDRESS: Engineer Equipment Instruction Company, Marine Corps Detachment, U.S. Army Engineer Center, Building 841C, Iowa Avenue, Ft Leonard Wood, MO 65473-5850
MP/NBCIC, Marine Corps Detachment, 1273 Iowa Avenue, Bldg 841E, Ft Leonard Wood, MO 65473-8963

MESSAGE ADDRESS: MARCORREP FT LEONARD WOOD MO//EEIC/NBCIC/S3//

NORTH CAROLINA

Marine Corps Air Station, Cherry Point, North Carolina

Marine Corps Air Bases, East - <http://www.cherrypoint.usmc.mil>

Marine Corps Air Bases, East (COMCABEAST)

Second Marine Aircraft Wing (2ND MAW)

Marine Aircraft Group Fourteen (MAG 14)

Naval Air Maintenance Training, Marine Unit (Formerly VMAT-203 FREST)

LOCATION: Marine Corps Air Bases, East is located on Marine Corps Air Station, Cherry Point, NC, just east of Havelock, NC, approximately 15 miles southeast of New Bern, NC; 25 minutes east from airport on Highway 70; LOCATION CODES : **MCC and VMA**

ARR/DEP INFO: Preferred airport, Craven County Regional Airport in New Bern, NC; students scheduled to attend formal schools will be met at the airport when advance arrival information has been received.

POC: **COMCABEAST** – (252) 466-5186/5277, DSN 582-5186/5277 (during working hours); after working hours contact Duty Officer (252) 466-5236/3623. **LC: N/A**
2ND MAW – (252) 466-4439/5843, DSN 582-4439/5843 (during working hours) **LC: MCC**
MAG-14 – (252) 466-5100/5838, DSN 582-5100/5838 (during working hours) **LC: N/A**
NAMTRA MARUNIT – (252) 466-6085, DSN 582-6085 (during working hours) **LC: VMA**

TRANS: No public or base transportation is available; rental car recommended; IMS can drive on their home country driver's license; International Driver's Licenses also can be used; appropriate car insurance required; home country or international driver's license are valid for training that does not extend beyond a period of one year

BILLETING: BOQ is available at a cost of \$16 per day; BEQ is normally available

MESSING: Enlisted messing is available

CLIMATE: Weather during May through September is hot and humid; October through November and March through April is cold at night; December through February is cold; area is subject to severe hurricane storm conditions during the period of June through November annually, students are pre-briefed on hurricane safety

UNIFORM: Seasonal service uniforms ("B" or "C") or flight suits are the uniform of the day; physical training gear, including running shoes, appropriate to the season is also required

MAILING ADDRESS: **COMCABEAST** - Commander (T&E Dir), Marine Corps Air Bases East,
PSC Box 8019, Cherry Point, NC 28533-0019
2ND MAW - Commanding General, Attn: G3T, Second Marine
Aircraft Wing PSC Box 8050, Cherry Point, NC 28533-0050
MAG-14 – Commanding Officer, Marine Aircraft Group 14,

Attn: S-3, PSC Box 8051, Cherry Point, NC 28533-0051
NAMTRA MARUNIT – Director Of Training, NAMTRAMARUNIT,
PSC 8055, Cherry Point, NC 28533-0055
MESSAGE ADDRESS: COMCABEAST – COMCABEAST CHERRY POINT NC//TRNG/ED DIR//
2ND MAW – CG SECOND MAW//G3//
MAG-14 – MAG FOURTEEN//S3//

Marine Corps Air Station, New River, North Carolina - <http://www.newriver.usmc.mil>
Naval Air Maintenance Training, MARUNIT (formerly MHTS 302 - HMT-302)

LOCATION: Marine Corps Air Station, New River, NC, is located approximately 6 miles south of Jacksonville, NC (near Camp Lejeune, NC); Location Code: **HMN**
ARR/DEP INFO: Preferred airport, Albert J. Ellis Airport in Jacksonville, NC, approximately 20 miles from the Air Station
POC: During working hours – (910) 450-6724, DSN 750-6724
TRANS: No public or base transportation is available; rental car recommended; International Driver's Licenses also can be used; valid state driver's license and appropriate car insurance required; all are valid for training that does not extend beyond a period of one year
BILLETING: BOQ \$16 per day and BEQ \$12 per day are normally available
MESSING: Officer's Club open for lunch only; enlisted messing is available; fast food restaurant open seven days a week
CLIMATE: Weather during May through September is hot and humid; October through November and March through April is cold at night; December through February is cold; area is subject to severe hurricane storm conditions during the period of June through November annually, students are pre-briefed on hurricane safety
UNIFORM: Seasonal service uniforms ("B" or "C") or flight suits are the uniform of the day; physical training gear, including running shoes, appropriate to the season is also required
MAILING ADDRESS: Naval Air Maintenance Training, MARUNIT,
PSC Box 21018, MCAS New River,
Jacksonville, NC 28545-1018
MESSAGE ADDRESS: HMT THREE ZERO TWO NEW RIVER NC

Marine Corps Base, Camp Lejeune, North Carolina - <http://www.lejeune.usmc.mil>
Marine Corps Combat Service Support School (MCCSSS)
Marine Corps Engineer School (MCES)
School of Infantry (SOI)

LOCATION: Marine Corps Base, Camp Lejeune, NC is located south of Jacksonville, NC, approximately 50 miles northeast of Wilmington, NC; LOCATION CODES: **SEE BELOW**
ARR/DEP INFO: Preferred airport, Albert J. Ellis Airport in Jacksonville, NC, approximately 25 miles from Camp Lejeune; students scheduled to attend formal schools will be met at the airport when advance arrival information has been received.

Driving directions from Albert J. Ellis Airport:

SOI-E/Camp Geiger: Off of Hwy 17 through the New River Air Station gate; Pass a Circle K and a club called Toby's; go through that gate and make a left at the light (first light); now on Camp Geiger; make a left at the light and go to the third building (TC-848), a line of phone booths and the PX on left; pass barracks, right across from the PX and the gym across the street from the barracks; keep going straight to a "T"; at stop sign make a left and SOI-E is the first white building on left.

MCES/Courthouse Bay: Leaving Ellis Airport, turn right on to Catherine Lake Road; turn right on US-258; bear left on South Marine Blvd/US-17, continue on Marine Blvd, turn right on Johnson Blvd/US-24, continue on Lejeune Blvd/US -24, continue on Freedom Way/US-24, bear right on Holcomb Blvd, turn left on Sneads Ferry Road, turn right on Marine Road, Cross over intersection into Courthouse Bay

MCCSSS/Camp Johnson: The entrance to Camp Johnson is located 5 miles west of the Camp Lejeune main gate on HWY 24 at the site of the Beirut Memorial and the North Carolina Veterans cemetery; driving from Albert J. Ellis Airport, take a right onto HWY 111, travel approx 6 miles and take a right onto HWY 258, stay on HWY 258 for approx 10 miles until it dead ends into HWYs 24/17, turn left onto

HWY 24/17 and go approx 3 miles and take the right hand fork onto HWY 24 when HWY 24/17 split; travel approx 1 mile and turn right into Camp Johnson at the Beirut Memorial

POC: *MCB* – (910) 451-7396, DSN 751-7396 (during working hours); Duty Officer (910) 451-2526 LC: **MBL**
MCCSSS - (910) 450-1041, DSN 750-1041 (during working hours) LC: **MSL** - Camp Johnson
MCES – (910) 450-7350, DSN 750-7350 (during working hours) LC: **MBE** - Courthouse Bay
SOI – (910) 449-2091, DSN 752-2091 (during working hours) LC: **MSG** - Camp Geiger
Non-working hours - (910) 449-2526/5720

TRANS: Public transportation by taxi or limousine service meets all flights and provides direct service to training sites, however, rental vehicle is recommended; International Driver's License and appropriate insurance coverage required for rental vehicles.

BILLETING: **SOI-E**: Billeting is available; average cost of BOQ and BEQ is \$16 per night; summer is peak training period and BOQ/BEQ space is limited, 30 days advance reservations required
MCES: BOQ located on site (Courthouse Bay); cost approx \$25 per day
MCCSSS: BOQ and BSQ office located in bldg M-231, cost \$25.00 per day; enlisted (E-6 to E-9) billeted in Bldg M-440, \$16.00 per day; enlisted (E-5 and below) no charge for quarters (Camp Johnson)

MESSING: **SOI-E**: There is no Field Officers Open mess; enlisted messing is available (Camp Geiger)
MCES: Mess hall is on site (Courthouse Bay), open daily; cost: breakfast \$1.60, lunch \$3.20, dinner \$3.20
MCCSSS: Mess hall is on site (Camp Johnson) but not available to Officers and SNCOs, available only to sergeants and below

CLIMATE: Weather during May through September is hot and humid; October through November and March through April is cold at night; December through February is cold; area is subject to severe hurricane storm conditions during the period of June through November annually, students are pre-briefed on hurricane safety

UNIFORM: Camouflage utility uniforms are uniform of the day for training; physical training gear, including running shoes, appropriate to the season is required; officers, SNCOs, and NCOs should bring one service "A" uniform

MAILING ADDRESS: *MCB* - Commanding General (T&O), Marine Corps Base, PSC Box 20004, Camp Lejeune, NC 28542-0004
MCCSSS - Commanding Officer, Attn: IMSO, Marine Corps Combat Service Support School, PSC Box 20041, Camp Lejeune, NC 28542-0041
MCES - Commanding Officer, Attn: Dir of Instruction, Marine Corps Engineer School, PSC Box 20069, Camp Lejeune, NC 28542-0069
SOI - Operations Officer, School of Infantry, PSC Box 20161, Camp Lejeune, NC 28542-0161

MESSAGE ADDRESS: *MCB* – CG MCB CAMP LEJEUNE NC//TO&E//
MCCSSS – MARCORCBTSVCSPTSCOL CAMP LEJEUNE NC//ADOI//
MCES – MARCORENGSCOL CAMP LEJEUNE NC//S3//
SOI – CG MCB CAMP LEJEUNE NC//SOI//

OKLAHOMA

United States Army Field Artillery Center, Ft Sill, Oklahoma

Marine Corps Detachment, Ft Sill, Oklahoma - <http://www.sill-www.army.mil>

LOCATION: Marine Corps Detachment is located at Fort Sill, OK; Location Code: **MOK**

ARR/DEP INFO: Preferred airport is Lawton/Fort Sill Airport; arrival information should be sent at least five days prior to IMS arrival; IMS will be met at the airport if arrival information is provided; if an IMS arrives and no representative is the airport, IMS should go to the Lawton Airport Military Assistance Desk and ask the sergeant to notify the International Student Detachment; IMS arriving by car during normal duty hours (0730-1700 Monday-Friday) should drive directly to the International Student Detachment office, Building 5678 Fergusson Road, (Allin Hall), Fort Sill, Oklahoma; if IMS arrives after duty hours, check in the BOQ in building 5676 (Aultman Hall); e-mail address for arrival information only: atsfbl@sill.army.mil

POC: USMC DET POC: 580-442-2307/6498/3873/6187/5615

TRANS: There is public transportation in the Lawton/Fort Sill area; taxi service is also available; the cost for one person, one way, to or from the airport and BOQ is \$7.00; a taxi in and around Fort Sill is \$2.00; International Student Detachment transports students to class the first day only, after the first day it is the IMS responsibility to get to and from class

BILLETING: **IMET** – All IMET students must be housed in the Bachelor Officer's Quarters (BOQ), Buildings 5676 and 5678; the room rate is \$33.00 per day and this includes TV, cablevision, telephone, microwave refrigerator, coffee pot, and maid service; IMET students are discouraged from bringing their dependents, however, if IMS do bring their spouse, spouse can stay with the IMS in the BOQ at an additional charge of \$7.00 per day; no children are allowed in the BOQ; there is a limited number of one bedroom apartments on Fort Sill, the cost is \$34.00 a day, plus an additional charge of \$7.00 for a spouse, \$7.00 for children 12 and over and \$2.00 a day for children 12 and under; Statements of non-availability will not be issued.
FMS – IMS with families can stay up to two weeks in the Geronimo Guest House; costs for the guest house vary by rank: E-1-E-4= \$25.00 per day, per room; E-5-E-6= \$30.00 per day, per room; E-7-E-9=\$35.00 per day, per room; W-1= \$30 per day, per room; W-2-W-4=\$35.00 per day, per room; O1= \$30.00 per day, per room; O-2-O-3=\$35.00 per day, per room; O-4 and above=\$40.00 per day, per room; for FMS students with families: off post apartment rental is approximately \$350.00-\$450.00 per month; deposits will be \$150.00 - \$200.00; in most cases the deposit is returned after the apartment is cleaned and inspected by management and no damage is found; utilities such as electric, gas, water, cablevision are not included; telephone installation fee is \$50.45 plus tax (this is a one time charge); monthly rates will be approximately \$18.00 a month for local telephone service; long distance is an extra charge and very expensive.

MESSING: No messing available.

CLIMATE: Average temperatures in the summer are over 90 degrees F and it is not uncommon for temperatures to reach 100 degrees F or more; average temperature in the winter is near 50 degrees with lows around 30 degrees, however, that does not include the wind chill factor, which may make it feel much cooler; the average rainfall is 28 inches and snowfall is 7 inches a year

UNIFORM: Camouflage utility uniforms are the normal uniform of the day for training; service "A" and "B" may also be required; physical training gear, including running shoes, appropriate to the season is required

MAILING ADDRESS: International Student Division
Attn: (IMSO'S Name)
P.O. Box 33219
Fort Sill, OK 73503-5600

MESSAGE ADDRESS: CDR FORT SILL OK//ISD// OR MARCOREP FORT SILL OK//

SOUTH CAROLINA

Marine Corps Recruit Depot, Parris Island, South Carolina - <http://www.mcrdpi.usmc.mil>
Drill Instructor School

LOCATION: Marine Corps Recruit Depot, Parris Island, SC is located 42 miles north of Savannah, GA; 72 miles south of Charleston, SC; Location Code: **RDP**

ARR/DEP INFO: Preferred airport is Savannah International Airport, Savannah, GA; IMS scheduled to attend formal school will be met at the airport when advance arrival information has been received

POC: Working Hours: 843-228-3551/3117, DSN 335-3551/3117.
After Hours: Duty Officer : 843-228-3712

TRANS: Commercial transportation available from airport, taxi \$55, limousine \$35; if IMS will be in the State of South Carolina for more than 3 months, IMS will need a South Carolina Driver's License, requires written driving test and auto insurance

BILLETING: BOQ/BEQ available; BOQ \$17 per day; BEQ \$12 per day; officer's guest house \$25.00 per day, with kitchen \$30 per day; commercial motel \$50 per day

MESSING: Government messing is available, approximate cost \$10 per day

UNIFORM: Two sets of camouflage utility uniforms, one set of service “A”, two sets of service “C” are required for training; physical training gear, including running shoes, appropriate to the season is required

CLIMATE: Hot, muggy, rainy in summer; cold, wet in winter; winter requires sweater, jacket, or overcoat

MAILING ADDRESS: Commanding Officer, Attn: Operations Officer,
Marine Corps Recruit Depot (ERR), P.O. Box 19001,
Parris Island, SC 29905-9001

MESSAGE ADDRESS: CG MCRD ERR PARRIS ISLAND SC//G3/OPS//

TEXAS

U.S. Army Air Defense Center, Fort Bliss, Texas

Marine Corps Detachment – <http://www.bliss.army.mil/marines>

LOCATION: Fort Bliss is located in El Paso, TX; Location Code: **MTX**

ARR/DEP INFO: Preferred airport, El Paso International Airport. IMS requiring assistance at the airport should contact the Ft. Bliss Liaison NCO located in the baggage area of the airport.

POC: Working Hours: (915) 568-0564

TRANS: Taxi service is available at the El Paso International Airport, however rental vehicle is recommended as there is no commercial transportation available on Ft. Bliss.

BILLETING: IMS are normally billeted at the Inn at Ft. Bliss; rates vary from #33 - \$38 per night based on rank; the Inn is located in building 1744 (915) 565-7777; advance arrival information must be submitted well in advance of class convening date to assure appropriate reservations are made.

MESSING: Government mess is not available however there are a number of local restaurants both on and near the post.

UNIFORM: Camouflage utilities are the uniform of the day; seasonal service (“B” or “C”) uniform is worn on the first day of class and for graduation; physical training gear, including running shoes, appropriate to the season is also required.

CLIMATE: Summer temperatures average 95 degrees F with very low humidity; winter temperatures average between 55 – 60 degrees F; the climate at Ft. Bliss is dry, average annual rainfall is only 8.65 inches.

MAILING ADDRESS: Commanding Officer
Marine Corps Detachment
U.S. Army Air Defense Center
ATTN: ATSA-CS-MC
2 Sheridan Road
Ft. Bliss, TX 79916-3802

MESSAGE ADDRESS: MARCOREP FT BLISS TX

VIRGINIA

Marine Corps Base, Quantico, Virginia

Education Command, Marine Corps University - <http://www.tecom.usmc.mil>

School of Advanced Warfighting

Command and Staff College

Expeditionary Warfare School

Staff Non-Commissioned Officer’s Academy

Training Command - <http://www.tecom.usmc.mil>

The Basic School

Weapons Training Battalion

LOCATION: Marine Corps Base, Quantico, VA is located approximately 30 miles south of Washington, DC; Location Code: **QCO**

ARR/DEP INFO: International students may arrive at either Washington Reagan National Airport or Washington Dulles International Airport, both are approximately one-hour drive from the base; students scheduled to attend formal schools will be met at the airport when advance arrival information has been received (taxi service from either airport is available but very expensive, \$100).

POC: Working Hours: (703) 784-3156/3157, DSN 278-3156/3157

After Hours: Duty Officer (703) 784-2707/4096

TRANS: No base transportation available; only limited public (bus) transportation available in town of Quantico, VA (located adjacent to base); taxi service is available both on base and in the town of Quantico, VA; rail service (passenger and commuter) is available in the town of Quantico, VA; purchase of privately owned vehicle is recommended for long courses; rental car is recommended for short courses (less than one month); valid auto insurance is required to purchase and register a privately owned vehicle

BILLETING: BOQ/BEQ is avail at a cost of approximately \$30-\$35 per night, no kitchen available; family housing costs are approximately \$1,700 per month for IMS in grade of lieutenant colonel (O-5), \$1,500 per month for IMS in grade of major (O-4), \$1,200 per month for IMS in grade of captain (O-3); advance arrival notification required to secure housing (should indicate if IMS will be accompanied by dependents)

MESSING: Messing is not available at Marine Corps Base, Quantico, VA

UNIFORM: Seasonal service uniform ("B" or "C") or camouflaged utilities are the uniform of the day for training; physical training gear, including running shoes, appropriate to the season is required; dress blue uniform required for Marine Corps birthday celebration (November) and graduation

CLIMATE: November through April – cold and wet with wind chill, requires warm clothes; April through June – rain is prevalent; July through September – hot and humid, strenuous outdoor training must frequently be limited; fall - temperature normally remains above freezing

MAILING ADDRESSES: Commanding General, Education Command (C40/IO) President MCU,
2076 South Street, Quantico, VA 22134-5067

MESSAGE ADDRESS: CG EDCOM PRES MCU QUANTICO VA//C40-IO//
CG TRNGCOM QUANTICO VA//TBS/WTBN//

United States Army Quartermaster Center, Fort Lee, Virginia

Marine Corps Detachment – <http://www.lee.army.mil/marines/>

LOCATION: Fort Lee is located three miles east of Petersburg, VA on Highway 36. Location Code: **MVA**

ARR/DEP INFO: Preferred airport, Richmond International Airport, Richmond, VA. Ft. Lee is best accessed from Interstate 295 (the Richmond-Petersburg bypass off of Interstate 95). Traveling in either direction on I-295, take Exit 9B (Highway 36). The main gate to the post is approximately 2 miles west of this exit. Marine Corps Detachment is located in Building 9302 on the corner of Adams Avenue and 31st Street (one block SE of Mohone Avenue).

POC: Working Hours: (804) 734-2775/2776

TRANS: IMS arriving at Richmond International Airport should take the Groome Airport Cab to Ft. Lee. Commercial bus service is not available on Ft. Lee. Rental vehicle is recommended and can be obtained at Richmond International Airport.

BILLETING: Government quarters are normally available; BOQ/BEQ charges range from \$18 to \$24 per night depending on rank.

MESSING: Government messing is normally available.

UNIFORM: Camouflage utilities are the uniform of the day; seasonal service ("B" or "C") uniform is worn on the first day of class and for graduation; physical training gear, including running shoes, appropriate to the season is also required.

CLIMATE: November through April – cold and wet with wind chill, requires warm clothes; April through June – rain is prevalent; July through September – hot and humid, strenuous outdoor training must frequently be limited; fall - temperature normally remains above freezing

MAILING ADDRESS: Commanding Officer
Marine Corps Detachment
2001 31st Street, Building 9403
Fort Lee, VA 23801

MESSAGE ADDRESS: MARCOREP FT LEE VA

Naval Amphibious Base, Little Creek, Virginia

Expeditionary Warfare Training Group, Atlantic - <http://www.ewtglant.navy.mil>

LOCATION: Expeditionary Warfare Training Group, Atlantic is located on the eastern fringe of Norfolk, VA at the Naval Amphibious Base, Little Creek, VA; Training Group headquarters is located in Building 3504 on

the Amphibious Base; Amphibious Reconnaissance School located at Fort Story, VA, about 10 miles due east of the Amphibious Base; Location Code: **EWL**

ARR/DEP INFO: Preferred airport, Norfolk International Airport, located about 5 miles from the Amphibious Base; students scheduled to attend formal schools will be met at the airport when advance arrival information has been received

POC: Working Hours: (757) 462-7240, DSN 253-7240
After Hours: Duty Officer (757) 464-7353

TRANS: Commercial limousine and taxi service available from the airport (less than \$10 to Amphibious Base); no base transportation; commercial bus service available in the city of Norfolk, VA; rental car recommended; State of Virginia will no longer issue Driver's Licenses to IMS without them first obtaining and presenting a valid Social Security Number (SSN); valid auto insurance is required to purchase and register a privately owned vehicle

BILLETING: Billeting for all ranks is limited; if off-base billeting is necessary, many motels are available in the area (price based on season of the year); on-base billeting must be reserved in advance

MESSING: Enlisted messing available at Torgenson Hall on the Amphibious Base; government messing not available for officers attending courses

UNIFORM: Service "C" and camouflage utilities are uniform of the day for training; physical training gear, including running shoes, appropriate to the season is required

CLIMATE: November through April – cold and wet with wind chill, requires coats, sweaters, overcoats; April through June - Rain is prevalent; July through September – hot and humid, strenuous outdoor training must frequently be limited; fall - temperatures normally remain above freezing; area subject to coastal storms during period of June through November.

MAILING ADDRESS: Commanding Officer (N31),
Expeditionary Warfare Training Group Atlantic
1575 Gator Boulevard, Suite 243,
Norfolk, VA 23521-2740

MESSAGE ADDRESS: EWTGLANT NORFOLK VA//N3/IMSO//

Appendix B Course Descriptions For Marine Corps Courses

INFANTRY OFFICER

MASL Number: P121008

Location: TRNGCMD, QUANTICO, VA

Length: 10 weeks

Sec Class: U

ECL: 80SA

Description: To provide advanced infantry skill training for officers in preparation for duties as platoon commanders of rifle, weapons, anti-armor, heavy machine gun and mortar platoons within the infantry battalion. Also prepares officer students to assume duties as commanders of reconnaissance platoons within the reconnaissance battalion and provides employment considerations for light armored infantry platoons within the light armored infantry battalion. Performance-oriented instruction to teach, explain, and apply maneuver warfare tactics that relate directly to company and battalion level MAGTF combat operations. Includes instruction on intelligence, advanced infantry tactics, fire support, assault combat engineering, infantry weapons, communications, aviation and close combat. Field exercises, field firing exercises, and tactical decision-making scenarios are used to reinforce classroom instruction.



Prerequisites: Graduate of the Officer Basic Course (MASL P179250); second lieutenant through captain (O-1 – O-3). Must be able to pass the Marine Corps PFT. **THIS IS A PHYSICALLY DEMANDING COURSE.**

COMBAT ENGINEER NCO

MASL Number: P121017

Location: MARCORENGRSCOL, CAMP LEJEUNE, NC

Length: 9.6 weeks

Sec Class: U

ECL: 70SA

Description: The course consists of instruction in engineering subjects relating to mobility, countermobility, survivability, and general engineering. Instruction includes: reconnaissance, engineer equipment, bridging, demolitions, mine warfare, obstacles, field fortifications, horizontal and vertical construction, and management techniques.

Prerequisites: Corporal through staff sergeant (E4 – E6). A graduate of the Basic Combat Engineer Course (MASL P121018) or have minimum of 12 months equivalent experience. Color vision perception must be normal and certified on student orders. Because of the nature of this course, student must be able to pass the Marine Corps PFT. **THIS IS A PHYSICALLY DEMANDING COURSE.**

Special Instructions: Invitational Travel Orders (ITO) for IMS must be annotated to authorize IMS to participate in hazardous duty.

COMBAT ENGINEER BASIC

MASL Number: P121018

Location: MARCORENGRSCOL, CAMP LEJEUNE, NC

Length: 6.4 weeks

Sec Class: U

ECL: 70SA

Description: To train enlisted personnel to perform basic combat engineer tasks in the Fleet Marine Force. The course consists of the following units of instruction: Vertical and horizontal construction, rigging, bridging, demolitions; landmine warfare; camouflage; and field fortifications.

Prerequisites: Corporal (E4) and below. Hazardous duty required. Because of the nature of this course, must be able to pass the Marine Corps PFT. **THIS IS A PHYSICALLY DEMANDING COURSE.**

SUMMER MOUNTAIN LEADERS COURSE

MASL Number: P121029

Location: MCMWTC, BRIDGEPORT, CA

Length: 6.6 weeks

Sec Class: U

ECL: 70

Description: To train Officers and SNCOs to become more effective small unit leaders in mountain operations and to master summer mountain warfare skills required to become effective unit instructors and advise the Commander and his staff. Course subjects include field expedient mountainous environment, military mountaineering that includes rappelling, fixed rope installations, climbing techniques, medevac and cliff evacuations, mule packing, proper clothing and equipment, and planning and conducting a cliff assault. **The course culminates with a field exercise that will challenge the students' physical and mental aptitude, requiring them to apply those technical skills learned in mountainous terrain exceeding 13,000 feet in elevation.**

Prerequisites: Second lieutenant through captains (O-1 – O-3), gunnery sergeant (E-7) and staff sergeant (E-6). **THIS IS A PHYSICALLY DEMANDING COURSE TAUGHT IN A RUGGED, HIGH ALTITUDE ENVIRONMENT.** International students should achieve 250 or better on the physical fitness test.

Uniform/Equipment Requirements:

Provided by students:

Civilian clothing	Lock (key or combination)
Service sweater (optional)	Shoe polish and brush
Five pair work socks	Four accessory straps or elastic/stretch/
Four sets utilities w/utility cover	“bunji” cords
Two pair combat boots	Two bath towels
One set thermal underwear	Flashlight w/extra batteries
Civilian clothing	Two pairs eyeglasses (if worn)
Toilet articles (electric shaver)	Notebook with pen and pencil
“Chapstick”	Whistle
Sunscreen	PT gear (sweats, running shoes)
Sunglasses	Pocket knife

WINTER MOUNTAIN LEADERS COURSE

MASL Number: P121030

Location: MCMWTC, BRIDGEPORT, CA

Length: 6.6 weeks

Sec Class: U

ECL: 70



Description: To train Officers and SNCOs to become more effective unit leaders and instructors as well as advisors and planners on a battalion staff level or higher during cold weather mountain operations. Students are taught classes in the planning of: winter warfare operations and training at the company and battalion levels, to include cold weather communications, mobility (ski and snow shoe), avalanche rescue techniques, ice breaching, ice climbing, cold weather medical evacuations, and cold weather training deployment exercises. **The final field exercise highlights all winter warfare skills in a challenging extended exercise over snow covered mountainous terrain exceeding 11,000 feet in elevation.**

Prerequisites: Second lieutenant through captains (O-1 – O-3), gunnery sergeant (E-7) and staff sergeant (E-6). **THIS IS A PHYSICALLY DEMANDING COURSE TAUGHT IN A RUGGED, HIGH ALTITUDE ENVIRONMENT.** International students should achieve 250 or better on the physical fitness test.

Uniform/Equipment Requirements:

Provided by students:

Civilian clothing	Lock (key or combination)
Service sweater	Shoe polish and brush
Five pair work socks	Four accessory straps or elastic/stretch/ "bunji" cords
Four sets utilities w/utility cover	Two bath towels
Two pair combat boots	Flashlight w/extra batteries
One set thermal underwear	Two pairs eyeglasses (if worn)
Civilian clothing	Notebook with pen and pencil
Toilet articles (electric shaver)	Whistle
"Chapstick"	PT gear (sweats, running shoes)
Sunscreen	Pocket knife
Sunglasses	Watch cap (dark navy/green)
Leather gloves (w/ wool inserts)	

INFANTRY SQUAD LEADER

MASL Number: P121034

Location: SOI, CAMP LEJEUNE NC

Length: 7.4 weeks

MASL Number: P121035

Location: SOI, CAMP PENDLETON CA

Sec Class: U

ECL: 70



Description: This course provides instruction in offensive, defensive and patrolling operations, land navigation, supporting arms, and close combat skills. Additionally, instruction includes the maintenance, operation and employment of the following weapons and equipment organic to the Infantry Battalion: the AN/PVS-4, AN/PVS-5 and AN/TVS-5 night vision equipment, the AN/PRC-68, AN/PRC-77, TA-1/PT and TA-312/PT communications equipment, the M16A2 service rifle, M203 grenade launcher, M249 squad automatic weapon, the M60-E3, the AT-4 and Mk 153 SMAW assault weapons, M224 60mm mortar and mines and demolitions.

Prerequisites: Corporal through sergeant (E-4 – E-5). Background as an infantryman. Must be physically qualified for full duty. **THIS IS A PHYSICALLY DEMANDING COURSE.** Student should be able to achieve a first class rating on the Marine Corps PFT.

INFANTRY PLATOON SERGEANT

MASL Number: P121036

Location: SOI, CAMP LEJEUNE NC

Length: 7.8 weeks

MASL Number: P121037

Location: SOI, CAMP PENDLETON CA

Sec Class: U

ECL: 70SA

Description: This course provides instruction in offensive, defensive and patrolling operations, with emphasis on order writing and field application. Instruction also includes training in NBC, helicopter operations, close air support, call for fire, land navigation, supporting arms, and close combat skills. The course provides a base from which training programs can be prepared, implemented and evaluated. Additionally, instruction includes the maintenance, operation and employment of the following weapons and equipment organic to the Infantry Battalion: The AN/PVS-4, AN/PVS-5 and AN/TVS-5 night

vision equipment, the AN/PRC-68, AN/PRC-77, TA-1/PT and TA-312/PT communications equipment, the 9mm pistol, M16A2 service rifle, M203 grenade launcher, M249 squad automatic weapon, the M60-E3, M2 and MK-19 machine-guns, the AT-4, MK 153 SMAW and M47 Dragon assault weapons, 60mm and 81mm mortars, the M2 aiming circle, plotting board, and mines and demolitions.

Prerequisites: Infantry sergeants (E-5) and above (enlisted only). Significant background as an infantryman or Infantry Squad Leaders Course (P121034 or P121035). Student must be qualified marksman on the M16A2 rifle and the 9mm pistol. Must be free from medical/dental problems that could preclude training. **THIS IS A PHYSICALLY DEMANDING COURSE.** Student should be able to achieve a first class rating on the Marine Corps PFT.

COMBAT SERVICE SUPPORT CHIEF

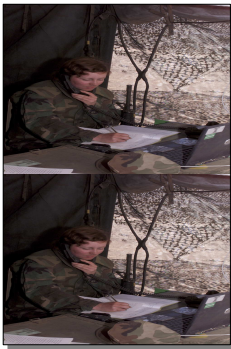
MASL Number: P121039

Length: 3.6 weeks

Location: MARCORCBTSVCSPTSCOL, CLNC

Sec Class: U

ECL: 70



Description: The course provides career-level training, which supplements professional knowledge and develops those skills necessary to perform the duties of a CSS Chief. Logistics and combat service support planning functions are taught for both non-deployed and a deployed environment. Subject matter includes transportation planning, CSS planning, Maritime Prepositioning Force requirements, the publication of plans and reports, and overview of maintenance management programs, safety/hazardous materials, operations, determining requirement, CSS in special operations, and an overview of the joint environment. A tactical scenario is used as the framework for a combat service support operations center exercise that includes a full logistical build-up ashore and requires students to perform the planning function for the CSS organizations.

Prerequisites: Staff sergeant through master gunnery sergeant (E-6 – E-9).

COMBAT ENGINEER OFFICER

MASL Number: P121802

Length: 13 weeks

Location: MARCORENGSCOL, CAMP LEJEUNE, NC

Sec Class: U

ECL: 70

Description: Provides entry-level training for the combat engineer officer. Instruction in basic and supervisory level operational and planning skills in engineering related subject pertaining to mobility, countermobility, survivability, and general engineering.

Prerequisites: Second lieutenant through captain (O-1 – O-3). **THIS IS A PHYSICALLY AND MENTALLY DEMANDING COURSE.** Student should be able to achieve a first class rating on the Marine Corps PFT.

Special Instructions: Invitational Travel Orders (ITO) for IMS must be annotated to authorize IMS to participate in hazardous duty.

LIGHT ARMORED VEHICLE OFFICER AND SNCO COURSE

MASL Number: P121855

Location: SOI, CAMP PENDLETON CA

Length: 6.6 weeks

Sec Class: U

ECL: 70SA



Description: Provides training of infantry officers and staff non-commissioned officers to command and supervise the operation, employment and maintenance of Light Armored Vehicles (LAV) and their associated weapons systems. The focus of this course is to train light armored unit platoon commanders and platoon sergeants to operate and supervise the employment and maintenance of the LAV-25 and its weapons systems under a variety of environmental and tactical conditions. The course provides detailed instruction on routine vehicle operations, maintenance management, communications, gunnery and embarkation. The course includes instruction on basic tactical measures; security, reconnaissance and limited offensive and defensive operations; and field logistics. Finally the course familiarizes the student with the capabilities and employment of the LAV mortar and antitank variants.

Prerequisites: Combat arms/combat support. Staff sergeants through captains (E-6 – O-3) who are or will be assigned to a light armored unit. Students must pass USMC PFT. Students must be able to obtain a valid driver's license. Graduate of Basic Officer Course (P179250), Infantry Officer Course (P121008), or Infantry Platoon Sergeant Course (P121036 or P121037), or equivalent.

Special Instructions: It is highly recommended that the Basic Officer, Infantry Officer (for Officers) and Infantry Platoon Sergeant (for enlisted) courses be completed prior to sending IMS to the LAV Officer and SNCO Course. This will give the IMS a solid background in infantry skills and tactics. All USMC officers and SNCOs go through these courses prior to attending LAV Officer and SNCO course.

LOW ALTITUDE AIR DEFENSE OFFICER COURSE (LAAD)

MASL Number: P122002

Location: MARCORDET, FORT BLISS, TX

Length: 6 weeks

Sec Class: S

ECL: 70

Description: The purpose is to provide USMC Officers in the characteristics, capabilities, and functions of the Stinger Weapon System, operator functions, Command, Control, Communications, Visual Aircraft Identification and Employment within the Marine Air Ground Task Force.

Prerequisites: Commissioned Officer. Normal color perception. 20/20 vision correctable, cannot be left eye dominant, not less than 5'3" and no more than 6'8" in height (safety reasons).

60/81MM MORTAR COURSE

MASL Number: P122282

Location: 1STMARDIV, Camp Pendleton, CA

Length: 2.6 weeks

Sec Class: U

ECL: 70



Description: This is a combined course that emphasizes 81mm mortar platoon and 60mm mortar section fire direction center (FDC) operations, gun line procedures, and forward observer (FO) techniques.

Prerequisites: Platoon commander and platoon sergeant. Students must be free of all medical and dental problems.

ARTILLERY OPERATIONS CHIEF COURSE

MASL Number: P122295

Length: 10.4 weeks

Location: MARCOREP FT SILL OK

Sec Class: U

ECL: 70



Description: Course is designed to qualify NCO's to perform the technical duties involved in Fire Direction Control (FDC), Artillery Meteorology, Artillery Survey, Target Acquisition, Fire Support Coordination, Fire Planning, and Observed Fire.

Prerequisite: Sergeant through master sergeant (E-4 – E-8).

BASIC SCOUT SWIMMER COURSE

MASL Number: P124111

Length: 2.6 weeks

Location: EWTGPAC, SAN DIEGO CA

Sec Class: U

ECL: 80



Description: This course trains students to perform the duties of a scout swimmer for a small boat raid company. This course trains personnel in the skills necessary to plan and execute beach and urban swimmer reconnaissance in support of small boat operations. The curriculum consists of instruction in dangerous marine life, scout swimmer equipment, surf observations/reports, mission planning, and beach and urban scout swimmer techniques. Extensive practical application is conducted on different beach and urban sites located throughout the local area. The course includes both classroom instruction and extensive practical application with both written and performance evaluations. Students must master all learning objectives and pass all

evaluations. Scores less than 80% on an evaluation will constitute failure and may result in termination from the course. Remedial instruction and retesting will be provided where necessary. This course is applicable to the reserve component.

Prerequisites. Students must be qualified and certified on their orders as Combat Water Survival (CWS) First Class qualified, have normal color vision, and be medically and physically qualified to participate in extensive salt water training.

THIS IS A PHYSICALLY DEMANDING COURSE.

Uniform/Equipment Requirements:

Provided by students:

4 Sets of Utilities	1 Whistle
2 Utility Covers	1 Towel
1 Bush Cover	3 Pens
1 Watch Cap	3 Pencils
2 Pair Combat Boots	1 Wristwatch
6 Pair Drawers	1 Small Bag (gym)
6 T-Shirts (green)	1 Pair Running Shoes
6 Pair Socks (green)	2 Combination Locks
1 Pair Gloves (black) with liners	1 Waterproof Bag
2 Pair UDT Shorts	2 Magazine Pouches
2 Canteens with Covers	1 Cartridge Belt
1 "H" Harness	Health and Comfort Items
1 Butt Pack	Sun Glasses
1 Set Gortex	Sun Screen
1 Flashlight	Liberty Attire (civilian clothes)

Special Instructions:

- Upon arrival, all students must successfully pass a prescreening swim test consisting of the following requirements:
 - Swim 500 meters/550 yards in 12 minutes only using a continuous crawl stroke.
 - Tread water in an upright position (head out of water) for 30 seconds holding a 10-pound weight (weight held out of water) with both hands at chest level.
 - Using feet-first entry, swim 25 meters underwater without breaking surface.
 - Swim 50 meters/50 yards with 10 lb weight held out of water with one hand, using the life saving stroke.
 - All requirements are to be accomplished while wearing swimsuit attire.

TEAM EMBARKATION OFFICER/ASSISTANT COURSE

MASL Number: P124118

Location: MARCORCBTSVCSPTSCOL, CLNC

Length: 3.8 weeks

Sec Class: U

ECL: 80



Description: To provide the knowledge and skills required to perform the duties of a team embarkation/assistant. It focuses upon preparing personnel to plan the load of an amphibious ship. Sub-course taught within the Logistics Officer and Embarkation NCO/SNCO course, includes instruction in the maintenance of embarkation data using the MAGTF Deployment Support System II (MDSS II) employed by Marine Corps units; the principles and techniques of amphibious embarkation; and the theory of combat loading. Primary emphasis is placed upon planning at the embarkation team (single ship) level, including exercises to provide students with practical application in embarkation planning and preparation of load plans for LSD, LPD, and LHA class ships utilizing the Computer Aided Embarkation Management System (CAEMS). The principles, concepts, and techniques applied in these practical exercises can be used in combat loading other amphibious ships.

Prerequisites: Officers and SNCOs with a present or potential assignment as a team embarkation officer. Students must have a sound knowledge of basic mathematics, including fractions, decimals, area, and volume calculations.

RECONNAISSANCE MARINES AWAITING TRAINING COURSE

MASL Number: P124326

Location: EWTGPAC, SAN DIEGO, CA

Length: 2 weeks/4 weeks

MASL Number: P124516

Location: EWTGLANT, NORFOLK, VA

Sec Class: U

ECL: 80

EWTGLANT Description: This is a preparatory in-depth course that includes field operations, academic exposure and initial orientation to field training being taught at Basic Reconnaissance Course (BRC).

EWTGPAC Description: This is an orientation course designed to further prepare students mentally and physically for the Basic Reconnaissance Course (BRC). It also has an academic portion that introduces the students to materials covered in BRC.

Prerequisites: Enlisted (E-6 – E-1) and Officer (O-3 – O-1). Student must be able to attain a 225 on the physical fitness test and qualify as first class on the Combat Water Survival qualification test. Student must be free from upper respiratory, ear, nose, and skin disorders which might preclude his participation in prolonged training in salt water and free from injuries to the ankles, knees, back, and shoulders which would preclude his participation in field operations. **THIS IS A PHYSICALLY DEMANDING COURSE.**



BASIC RECONNAISSANCE COURSE

MASL Number: P124300

Location: EWTGPAC, SAN DIEGO, CA

Length: 10 weeks

MASL Number: P124502

Location: EWTGLANT, NORFOLK, VA

Sec Class: U

ECL: 80

Description: To provide the student with a working knowledge of reconnaissance doctrine, concepts, and techniques, with emphasis on ground and amphibious point and area amphibious reconnaissance missions. The course combines lecture, demonstration, and practical application in communications, land navigation, supporting arms, reconnaissance skills patrolling, reconnaissance missions, nautical navigation, amphibious reconnaissance, technical reporting, Combat Rigid Raider Craft (CRRC) coxswain, and physical training.



Prerequisites: Enlisted (E-6 – E-1) and Officer (O-3 – O-1). Students must be certified on their orders as Combat Water Survival (CWS) First Class qualified; obtain First Class status (225) on the Marine Corps PFT; have normal color vision and visual acuity, be medically qualified and free of any cold, upper respiratory, ear, nose or skin disorders, or any other medical disorder that may preclude participation in prolonged salt water training; and be physically qualified (free from injuries to the ankles, knees, back, and shoulders) to participate in extensive physical training. **THIS IS A PHYSICALLY DEMANDING COURSE. STUDENTS MUST BE CAPABLE OF ENDURING LONG HOURS AND PHYSICAL CHALLENGES.** While not a formal requirement, IMS are **strongly encouraged** to attend the Reconnaissance Marine Awaiting Training (RMAT) course, MASLs P124326 or P124516 (as appropriate) immediately prior to enrolling in this course.

Special Instructions:

- Upon arrival, all students are given a swim screening, immediately followed by a PFT. The swim screening consists of:
 - Enter water feet first from a minimum height of 10 feet.
 - Swim 500 meters using sidestroke, breaststroke, and elementary backstroke.
 - Tread water for 30 minutes without use of flotation device.
 - Remove trousers in water, inflate for support, and remain motionless for one minute.
 - Swim 25 meters with 10 lb weight held out of water with one hand, using the life saving stroke. The weight may switch hands, but the weight is not allowed to touch the water.
 - All testing is accomplished while wearing utility uniform without cover, boots, socks, and belt.
- **Students must pass the swim screening and score a minimum 225 on the PFT in order to be enrolled in the course.**
- This course has been designated essential messing for all students; individuals will receive a meal card on arrival. For IMET IMS receiving TLA, “government mess is available free of charge” for purposes of TLA calculations.
- Winter classes of this course require deployment to Key West, Florida. Students deploying to that location will require advance payment of approximately \$85 for billeting. IMET IMS receiving TLA will have their “actual cost of lodging” adjusted for that period (as required).
- Weapons will be provided students upon arrival.

Uniform/Equipment Requirements:

Provided by students:

<i>Number Required</i>	<i>Item</i>	<i>Remarks</i>
1 set	Service C Uniform – Complete	for graduation
4 sets	Utility uniform	
2 each	Utility cover	

1 each	Bush Cover	
4 each	Green T-shirt	
2 each	Web belt	
6 pair	Cushion socks	
1 pair	Jungle boots	optional
2 pair	Leather boots	1 pair if jungle boots brought
	Civilian clothing	appropriate seasonal attire
1 each	Watch cap, black	
1 pair	Black leather gloves w/wool liners	1 Oct - 1 May
2 pair	Thermal underwear	1 Oct - 1 May
1 set	Sweat suit	gray only (no unit logos)
1 pair	Running shoes	
3 pair	Athletic socks	solid white
2 pair	Running shorts	green, standard
2 pair	Swim trunks	UDT
3 pair	Dive socks	
1 set	Map pens	
1 each	Loose-leaf notebook	8 1/2 x 11 paper
1 each	Reflective vest	road guard vest
1 each	Shaving kit	
1 each	Wristwatch, waterproof	
	Pens and pencils	
1 each	Sea bag or kit bag	
2 pair	Bootlaces (extra)	
2 each	Lock	
1 bottle	Sunscreen lotion	
2 each	Towel	
1 each	Sewing kit	
1 each	Laundry bag	
	Rank insignia	
	Boot shine gear	
1 stick	Camouflage grease paint	
1 set	Earplugs	
1 each	Handheld calculator (solar powered)	
1 bottle	Insect repellent	
1 each	Flashlight, red lens w/ batteries	
1 each	Whistle	

BASIC LOGISTICS/EMBARKATION SPECIALIST COURSE

MASL Number: P124354

Length: 5 weeks

Location: MARCORCBTSVCSPSCOL, CLNC

Sec Class: U

ECL: 70



Description: To provide entry-level students with the requisite knowledge and skills required for the assignment of logistics/embarkation specialist. The course provides students with the foundation of basic administrative, logistics, and embarkation knowledge and skills. Students are taught to perform the duties and tasks required of a logistics/embarkation specialist. Subject matter includes publications, transportation planning, preparation of supplies and equipment for surface and air embarkation, and the Marine Air Ground Task Force (MAGTF) Deployment Support System (MDSS II).

Prerequisites: This is an entry-level course designed for corporal (E-4) and below.

Uniform/Equipment Requirements: Students should bring appropriate service uniforms. Students wear uniform for check-in. Utility uniform will be worn for all periods of instruction Monday-Friday. Service "C" uniform will be worn occasionally on Friday as directed by the school commander. Graduation uniform is the service "C". PT gear, including running shoes, appropriate to the season is also required.

LOGISTICS OFFICER

MASL Number: P124355

Length: 11 weeks

Location: MARCORCBTSVCSPSCOL, CLNC

Sec Class: U

ECL: 70

Description: This course provides an entry-level foundation of professional knowledge in logistics and combat service support (CSS) and develops the skills necessary to function effectively in a logistics billet. Logistics and CSS planning functions are taught for non-deployed and deployed environments. Subject matter includes the management of ground equipment maintenance, supply support, general engineering, health services, CSS planning, and the general duties of a logistics officer. The course also provides specialized instruction in motor transport operations, landing support operations, maintenance management, requirements determination, security support, automated information systems, publications control, and the logistical aspects of MAGTF operations. Practical application throughout the course serves as a precursor to a final capstone logistics exercise at the end of the course.

Prerequisites: Second lieutenant through major (O-1 – O-4). This course is highly computerized. Familiarity with PC based systems is highly desired, but not mandatory.

Uniform/Equipment Requirements: Course contains periods of field exercises; appropriate uniforms are required.

SPECIAL OPERATIONS SPOTTERS

MASL Number: P124513

Length: 1 week

Location: EWTGLANT, NORFOLK, VA

Sec Class: U

ECL: 80

Description: To provide initial and refresher training on the fundamental skills requisite to request and adjust/control mortars, artillery, Naval Gunfire, and Close Air Support. This course teaches ARTY/NGF employment, artillery call for fire, naval gunfire call for fire, artillery/naval gunfire adjustment procedures, artillery/naval gunfire illumination, offensive air support request, suppression of enemy air defenses, employment of attack helicopters, employment of laser guided bombs, and aviation ordnance.

Prerequisites: Corporal (E-4) and above who fill a surveillance, reconnaissance, or target acquisition billet/assignment.

TACTICAL AIR CONTROL PARTY

MASL Number: P124514

MASL Number: P124520

Length: 3.8 weeks

Location: EWTGLANT, NORFOLK, VA

Location: EWTGPAC, SAN DIEGO, CA

Sec Class: S

Sec Class: U

ECL: 80SR

Description: This course prepares students for duty as air officers and forward air controllers. It trains them in joint tactics, techniques and procedures used for controlling and integrating the broad spectrum of fire support and air power available to the Marine Air-ground Task Force (MAGTF) or Joint Task Force (JTF) Commander. The course encompasses the concepts, doctrine and principles used in the employment of air power in support of MAGTF or JTF operations. The curriculum prepares students to accomplish eight broadly based mission-essential duties and includes instruction in both planning and employing air power as an integrated fire support asset or force multiplier in support of the ground combat scheme of maneuver.

Prerequisites: Aviation officer (pilots or flight officer); waivers will be evaluated on a case-by-case basis.

ASSAULT AMPHIBIAN UNIT LEADER

MASL Number: P124801

Location: AAS BN, CAMP PENDLETON CA

Length: 7.8 weeks

Sec Class: U

ECL: 70SA



Description: To provide advanced instruction on the tactical and technical skills required to assume responsibilities as section leader/platoon sergeant in an assault amphibian vehicle platoon. This course focuses on first-echelon maintenance, pre-deployment training, communications, weapons station, maintenance management, offensive/defensive mechanized operations, fire support coordination, MK 154 mine clearance system, threat tactics, and the AAVC7A1.

Prerequisites: Sergeant through gunnery sergeant (E-5 - E-7); completion of the Assault Amphibian Vehicle Crewman Course (MASL P144002). Student must possess a valid international drivers

license, have 20/20 (correctable to 20/20) vision and normal color perception, and be at least a third class swimmer.

USMC COMBATANT DIVERS COURSE

MASL Number: P124851

Location: Panama City, FL

Length: 7 weeks

Sec Class: U

ECL: 80SO

Description: The Combatant Diver Course provides diver training through classroom instruction, extensive physical training, pool familiarization dives, open water surface swims, and underwater infiltration swims with approximately 60% of the open water diving conducted at night. At the end of the course the students are assigned mission profiles where they are required to infiltrate underwater into their objective areas. These missions may include reconnaissance or direct action missions. The course is designed to provide qualified diving enlisted and officer personnel with the specialized training necessary to effectively operate as



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non-

reconnaissance dive team members during underwater infiltration swims. Marines must arrive undetected, on target, while keeping team integrity and maintaining the ability to execute their assigned tasks on respective shore-based objectives. The Combatant Diver Course is 35 training days in length. It is divided into four modules of training: Physical Conditioning, Combat Diver Principles and Fundamentals, Open Circuit Diving Equipment and Operations, and Closed Circuit Diving Equipment and Operations. **Physical Conditioning:** Physical training is conducted twice daily. Morning PT consists of a 75 minute period of calisthenics, running and/or swimming, with increasing difficulty imposed as the weeks progress. The students participate in three to seven mile timed runs. Tactical surface swims are conducted daily with increasing distances from 500 yards to 10,000 yards. Surface swims are conducted with combat equipment (rifles, load bearing vests, and simulated ammunition loads.)

Prerequisites: Basic Reconnaissance Course (BRC) (P124502 or P124300). Students must be Combat Water Survival (CWS) First Class qualified; obtain First Class status (225) on the Marine Corps PFT. **THIS IS A PHYSICALLY DEMANDING COURSE.**

BASIC ELECTRONICS COURSE

MASL Number: P131805

Location: MCCES, TWENTYNINE PALMS, CA

Length: 14.4 weeks

Sec Class: U

ECL: 80SR



Description: To train personnel in the basic concepts of electricity, electronics and soldering techniques for follow-on training in specialized electronics equipment for qualification as repairman. This course provides technical instruction in the fundamental electronics theory common to all operational forces communication-electronics equipment. It encompasses mathematics integrated with electrical and electronic principles, direct and alternating current, components, electron tubes and transistors, detailed analysis of electronic circuitry, the use of tools and test equipment including soldering techniques, and fundamentals of digital logic.

Prerequisites: Private through lance corporal (E1 – E3).

Special Instructions: Course is taught on an unclassified basis, however, all IMS must have a **Secret security clearance annotated on their invitational travel orders (ITO)** in order to be **admitted to the classroom area**. IMS without such a clearance annotated on their ITO will not be admitted to the classroom spaces and cannot attend training.

ELECTRICIAN BASIC

MASL Number: P131806

Location: ENGRSCOL, CAMP LEJEUNE, NC

Length: 7.4 weeks

Sec Class: U

ECL: 70SA



Description: The course consists of the following units of instruction: electrical theory, maintenance management, equipment operation, preventive maintenance, and field electrical systems installation.

Prerequisites: Private through corporal (E1 – E4), vision color perception must be normal and certified on student orders.

ELECTRICAL EQUIPMENT REPAIRMAN

MASL Number: P131808

Location: ENGRSCOL, CAMP LEJEUNE, NC

Length: 13.8 weeks

Sec Class: U

ECL: 70SA

Description: This course is designed to train students in maintenance management and shop organization on the journeyman level. The course trains personnel to troubleshoot and repair the electrical circuits of mobile electrical power generating sources and the electrical systems of other utility equipment.

Prerequisites: Private through staff sergeant (E-1 – E-6). Must have normal color vision perception or correctable to 20/20 and annotated on student's orders. Must be a graduate of the Electrician Basic Course (P131806).

C4 PLANNING COURSE

MASL Number: P132201

Length: 12 weeks

Location: MCU, EDCOM, QUANTICO, VA

Sec Class: U

ECL: 80SA

Description: The objective of the C4 Planner's Course is to provide formal skill progression training for captains (O-3) and senior non-commissioned officers (E-7 - E-9) in the communications and systems control military occupational specialty field. The course is designed to enhance the effectiveness of these Marines as they move into communications and systems control (G-6/S-6) staff billets by providing them with technical C4 planner training. The instruction, along with the associated detailed practical applications, enable the student to better understand, plan, and manage significant quantities of increasingly complex communications equipment and connectivity requirements of C2 systems in support of the Marine component of a Joint Task Force. The course is designed to teach the planning considerations for the employment of tactical communications equipment within a Marine component of a Joint Task Force, including external connectivity to theater Combatant Commander and national level systems. The course consists of sub course modules that cover the C4 planning process, transmission systems, voice switching systems, data communications networks, communication system management, and the development of the Communications and Systems Control Annex to an operational order or operational plan.

Prerequisites: The class is intended for captains (O-3) who have successfully completed the Basic Officer Course, the Communications Information Systems Officers Course and have served in a progression of billets in this field and senior non-commissioned officers (E-7 – E-9) who are serving in or anticipating assignment to C4 planning billets. The senior non-commissioned officers all should be graduates of a basic communications and information systems specialty course and must have the same minimum experience level required for captains. International Military Students attending this course should be the graduate of a basic military occupational specialty course in the communications information systems career field and should have a minimum of two years experience in this field.

AIR SUPPORT CONTROL OFFICER

MASL Number: P132818

Length: 12.4 weeks

Location: MCCES, TWENTYNINE PALMS, CA

Sec Class: U

ECL: 80SR

Description: To provide initial training to officers in the operations of the Direct Air Support Center (DASC) and Air Support Radar Team (ASRT). This course provides students with a thorough knowledge of air support, assault supports and techniques of their employment in the Fleet Marine Forces. Instruction places emphasis on the ASRT and the DASC as well as employment of the entire Marine Air Command and Control System. Embarkation, installation, and concept of employment of the DASC and ASRT, including operations in an electronic warfare environment are also addressed.

Prerequisites: Warrant officer (WO1) or above. Normal color perception.

Special Instructions: Course is taught on an unclassified basis, however, all IMS must have a **Secret security clearance annotated on their invitational travel orders (ITO)** in order to be **admitted to the classroom area**. IMS without such a clearance annotated on their ITO will not be admitted to the classroom spaces and cannot attend training.

RADAR FUNDAMENTALS/AIMS MAINTENANCE

MASL Number: P132819

Location: MCCES, TWENTYNINE PALMS, CA

Length: 14 weeks

Sec Class: U

ECL: 80SR



Description: To instruct personnel in the fundamental concepts of radar in preparation for further training in ground and aviation radar systems. This course provides intermediate level instruction in electronic theory and servicing principles common to Fleet Marine Force radar and associated electronic equipment. It encompasses specialized radar circuitry, analysis of individual stages in a representative radar training device, alignment and tuning techniques, performance standards testing, use of test equipment, and isolation and repair of malfunctions.

Prerequisites: Graduate of the Basic Electronics Course (P131805). Normal vision (correctable to 20/20) with no color blindness and hearing.

Special Instructions: Course is taught on an unclassified basis, however, all IMS must have a **Secret security clearance annotated on their invitational travel orders (ITO)** in order to be **admitted to the classroom area**. IMS without such a clearance annotated on their ITO will not be admitted to the classroom spaces and cannot attend training.

FIELD RADIO OPERATOR COURSE

MASL Number: P132825

Location: MCCES, TWENTYNINE PALMS, CA

Length: 11.2 weeks

Sec Class: U

ECL: 80SR



Description: To train personnel in basic field radio communications skills. This course provides field and classroom instruction in the operation of Fleet Marine force radio communication equipment. It encompasses the installation, operation, and troubleshooting of individual radio sets; radio telephone procedures; publications, directives and security regulations; associated cryptographic security systems, to include ciphers, and application testing.

Prerequisites: Private through lance corporal (E-1 –E-3); corporal (E-4) or sergeant (E-5) with a waiver.

Special Instructions: Course is taught on an unclassified basis, however, all IMS must have a **Secret security clearance annotated on their invitational travel orders (ITO)** in order to be **admitted to the classroom area**. IMS without such a clearance annotated on their ITO will not be admitted to the classroom spaces and cannot attend training.

AVIATION RADAR REPAIR

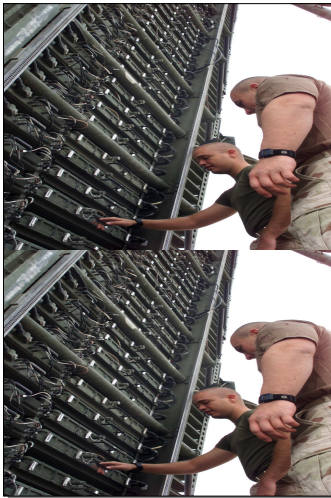
MASL Number: P132826

Location: MCCES, TWENTYNINE PALMS, CA

Length: 27.2 weeks

Sec Class: U

ECL: 80SR



Description: To provide technical instructions on the AN/TPS-59 radar set, ancillary equipment and associated equipment organic to ground elements of Fleet Marine Force Aviation units. This course teaches the necessary knowledge and skills to perform as an Aviation Radar Repairer. Areas covered include installation, testing, adjustment and organizational maintenance on AN/TPS-59 Radar Set and ancillary equipment - Set-15, Digital Board Tester, Array Electronics Test Unit, MX-8758/UPX Interference Blanker, and familiarization on the TAOM Interface Group. Instruction encompasses the overall concept of operation, assembly and disassembly, operational adjustments, the use of built-in status devices and special tools, and the interrelation of subassemblies and circuitry peculiar to the AIMS equipment, AN/TPS-59 Radar Set and associated equipment. It includes corrective and preventive maintenance, reading and interpretation of schematics, logic diagrams, servicing block diagrams, flow charts, and maintenance publications.

Prerequisites: Graduate of the Basic Electronics Course (P131805), Radar Fundamentals (P132819). Normal vision (correctable to 20/20) with no color blindness and hearing impairment.

Special Instructions: Course is taught on an unclassified basis, however, all IMS must have a **Secret security clearance annotated on their invitational travel orders (ITO)** in order to be **admitted to the classroom area**. IMS without such a clearance annotated on their ITO will not be admitted to the classroom spaces and cannot attend training.

GROUND RADIO INTERMEDIATE REPAIR

MASL Number: P132850

Location: MCCES, TWENTYNINE PALMS, CA

Length: 16.6 weeks

Sec Class: U

ECL: 80SR

Description: Students will receive training on radio fundamentals, including AM and FM transmit/receive principles, test equipment and diagnostic equipment and basic troubleshooting techniques. Training that focuses on functional analysis and troubleshooting of specific single channel radio LRU's to the SRU and chassis mounted component level. Maintenance administration is included in the single-channel radio troubleshooting lessons.

Prerequisites: Normal color vision and hearing. Graduate of Basic Electronics (P131805).

Special Instructions: Course is taught on an unclassified basis, however, all IMS must have a **Secret security clearance annotated on their invitational travel orders (ITO)** in order to be **admitted to the classroom area**. IMS without such a clearance annotated on their ITO will not be admitted to the classroom spaces and cannot attend training.

GROUND DATA COMMUNICATIONS MAINTENANCE TECHNICIAN

MASL Number: P132851

Location: MCCES, TWENTYNINE PALMS, CA

Length: 28 weeks

Sec Class: U

ECL: 80SR

Description: To provide instruction in single channel radio systems technology and ancillary devices (AM/FM and basic communication systems troubleshooting to a component level); installation, operation and block analysis of single channel frequency hopping devices, corrective maintenance on ancillary equipment, intercom systems, and radio remotes to the Line Replaceable Unit and chassis mounted components; tactical telephone systems and ancillary equipment terminology, analog and digital technology, multiplexing, installation, operation, subsystems, programming, fiber optics, and BIT/BITE; corrective maintenance on tactical telephones and ancillary devices to the Line Replaceable Unit; microcomputers and peripheral devices; installation of MS Windows, introduction to networks, systems, and COMSEC fill devices.

Prerequisites: Sergeant through staff sergeant (E5 – E-6). Graduate of the Electronics Technology Course (P132815). Normal color vision and hearing.

Special Instructions: Course is taught on an unclassified basis, however, all IMS must have a **Secret security clearance annotated on their invitational travel orders (ITO)** in order to be **admitted to the classroom area**. IMS without such a clearance annotated on their ITO will not be admitted to the classroom spaces and cannot attend training.

ELECTRONICS TECHNOLOGY COURSE

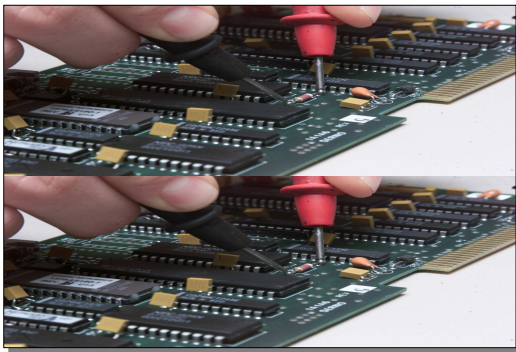
MASL Number: P132852

Location: MCCES, TWENTYNINE PALMS, CA

Length: 25.2 weeks

Sec Class: U

ECL: 80SR



Description: To provide technical instruction on advanced concepts of electricity, electronics, digital logic, computer operation, and basic electronic construction techniques for further training in the maintenance of telecommunications or electronics equipment and qualification in Basic ground electronics. This course also provides instruction in the fundamental concepts of electronic theory common to communication-electronics equipment. Topics include electrical and electronic principles, direct and alternating currents, passive and active components, solid state devices, analysis of properly operating circuits, generic use of test equipment, concepts of basic digital circuits, maintenance operations/administration and techniques of logical troubleshooting.

Prerequisites: Corporal through gunnery sergeant (E4 – E-7). Normal color vision and hearing.

Special Instructions: Course is taught on an unclassified basis, however, all IMS must have a **Secret security clearance annotated on their invitational travel orders (ITO)** in order to be **admitted to the classroom area**. IMS without such a clearance annotated on their ITO will not be admitted to the classroom spaces and cannot attend training.

TELEPHONE SYSTEM/PC INTERMEDIATE REPAIR

MASL Number: P132853

Location: MCCES, TWENTYNINE PALMS, CA

Length: 27.2 weeks

Sec Class: U

ECL: 80SR

Description: To qualify personnel to perform duties in telephone system/personal computer intermediate repairer field. This course provides in-depth instruction on electrical theory, circuit analysis, adjustments, component troubleshooting, associated tools and test equipment, and preventive/corrective maintenance of tactical telephones, switchboards, computers and computer peripheral equipment, and stand-alone power supplies. Students also receive training on fiber optic cable fabrication and repair.

Prerequisites: Normal color vision and hearing. Basic Electronics Course (P131805) graduate.

Special Instructions: Course is taught on an unclassified basis, however, all IMS must have a **Secret security clearance annotated on their invitational travel orders (ITO)** in order to be **admitted to the classroom area**. IMS without such a clearance annotated on their ITO will not be admitted to the classroom spaces and cannot attend training.

MICRO-AUTOMATED TEST EQUIPMENT TECHNICIAN

MASL Number: P132854

Length: 12.6 weeks

Location: MCCES, TWENTYNINE PALMS, CA

Sec Class: U

ECL: 80SR

Description: This course encompasses the establishment and maintenance of a micro miniature component repair station, and MK-2663/U; use of Automated Test Equipment (ATE) to identify faulty components; quality assurance testing and identification of the causes of defective solder connections; removal and installation of various soldered components, including microelectronic integrated circuit devices on circuit card assemblies; analysis of electronic circuits for type and extent of damage, feasibility of repair and required repair procedures; removal and installation of wires and components, repair or fabrication of connectors; repair and rebuild of circuit card laminates; repair and replacement of circuit card conductors; and the repair of flexible printed wiring circuits and harnesses.

Prerequisites: Private through gunnery sergeant (E-1 – E-7). Must have completed the Basic Electronics Course (P131805). Must have normal color perception. Vision correctable to 20/20.

Special Instructions: Course is taught on an unclassified basis, however, all IMS must have a **Secret security clearance annotated on their invitational travel orders (ITO)** in order to be **admitted to the classroom area**. IMS without such a clearance annotated on their ITO will not be admitted to the classroom spaces and cannot attend training.

WIRE CHIEF COURSE

MASL Number: P132855

Length: 13 weeks

Location: MCCES, TWENTYNINE PALMS, CA

Sec Class: U

ECL: 80SR

Description: Wire chiefs supervise the activities of personnel assigned to install, operate and maintain field wire systems or the outside plant facilities of a base telephone system. They should be capable of preparing a wire plan to support digital and analog communication systems. Wire chiefs should develop a systems approach toward communications, understanding radio and communication center equipment capabilities and system integration. Typical duties are the preparation of circuit diagrams, line route maps, work schedules, switchboard programming and the instruction of wire personnel in wire systems techniques and telephone equipment employment.

Prerequisites: Gunnery sergeants (E-7), staff sergeants (E-6) and sergeants (E-5) selected for promotion to staff sergeant (E-6).

Special Instructions: Course is taught on an unclassified basis, however, all IMS must have a **Secret security clearance annotated on their invitational travel orders (ITO)** in order to be **admitted to the classroom area**. IMS without such a clearance annotated on their ITO will not be admitted to the classroom spaces and cannot attend training.

RADIO CHIEF COURSE

MASL Number: P132856

Length: 13 weeks

Location: MCCES, TWENTYNINE PALMS, CA

Sec Class: U

ECL: 80SR

Description: Radio Chiefs are qualified to supervise installation and operation of fixed and field radio stations, microwave stations, and visual signaling stations. The skills of a Radio Chief are vital in the planning and execution of successful amphibious deployments, which depends upon highly mobile and reliable communications. They assist in selecting frequencies and radio sites to be used for each mission as well as determining the mix of radio equipment to be employed. Radio Chiefs should develop a systems approach toward communications, understanding wire and data communication equipment capabilities and systems integration.

Prerequisites: Gunnery sergeants (E-7), staff sergeants (E-6) and sergeants (E-5) selected for promotion to staff sergeant (E-6). Basic working knowledge of computers.

Special Instructions: Course is taught on an unclassified basis, however, all IMS must have a **Secret security clearance annotated on their invitational travel orders (ITO)** in order to be **admitted to the classroom area**. IMS without such a clearance annotated on their ITO will not be admitted to the classroom spaces and cannot attend training.

AIR DEFENSE CONTROL OFFICER COURSE (ADCO)

MASL Number: P133003

Length: 16.4 weeks

Location: MCCES, TWENTYNINE PALMS, CA

Sec Class: S

ECL: 80SR

Description: Course is designed to provide the student with a thorough knowledge of the tactical air operations center to include the functioning, operation, and doctrinal issues involving the employment of the AN/TYQ-23(V)4 Tactical Air Operations Module (TAOM), Air Defense Communications Platform (ADCP), and Theater Battle Management Core Systems (TBMCS) with emphasis on the following: perform and supervise the surveillance section as a Surveillance Identification Director (SID); perform and supervise the weapons section as a Senior Weapons Director (SWD); and perform and supervise the traffic section as a Senior Traffic Director (STD). Additionally, this course will provide the student with a thorough knowledge of integration within the Marine Air Control Squadron (MACS) and Marine Air Command and Control System (MACCS) in support of the Fleet Marine Force (FMF). Conducted concurrently with the Air Control Electronics Operator Course (ACEOC) and the Tactical Air Defense Controller Course (TADCC) to maximize crew training.

Prerequisites: Second Lieutenant through captain (O-1 – O-3); normal color vision.

GROUND MOBILE FORCES SATCOM OPERATOR COURSE

MASL Number: P137351

Length: 8.8 weeks

Location: MARDET, FT GORDON GA

Sec Class: U

ECL: 80SA



Description: To train enlisted personnel to install, operate, troubleshoot and perform unit level maintenance on Tactical Satellite Communications Equipment AN/TSC-85B9(V)1 and AN/TSC-93B(V)1.

Prerequisite: Students must have completed the Field Radio Operator Course (P132825) and Multi-channel Equipment Operator course.

Special Instructions: Course is taught on an unclassified basis, however, all IMS must have a **Secret security clearance annotated on their invitational travel orders (ITO)** in order to be **admitted to the classroom area**. IMS without such a clearance annotated on their ITO will not be admitted to the classroom spaces and cannot attend training. IMS attending this course report to the Marine Corps Detachment, not the U.S. Army Signal Center IMSO.

COMMUNICATIONS INFORMATION SYSTEMS OFFICER (CISOC)

MASL Number: P139400

Length: 23 weeks

Location: EDCOM/MCU, QUANTICO, VA

Sec Class: U

ECL: 80SR

Description: To provide leadership and professional training in communication and data systems to company grade officers. Primary emphasis is given to the mastery of fundamental techniques and skills required for the planning and employment of Marine Corps communication and data systems in both tactical and garrison environment. This course covers the duties and responsibilities of the S-6 officer to include the preparation of command and control plans and orders used by the Marine Air Ground Task Forces. This course also stresses the planning, installation, operation and maintenance (PIOM) of communication and data systems by familiarizing the students with the operational characteristics of communications and data systems and the techniques for their employment at the unit level.

Prerequisites: Company grade officers (O-1 – O-3).

AUTOMOTIVE ORGANIZATIONAL MAINTENANCE

MASL Number: P143803

Location: MARCORCBTSVCSTSCOL, CLNC

Length: 13 weeks

Sec Class: U

ECL: 70SA



Description: To train the student to effectively perform the inspections, diagnostic tests, adjustments, services, and repairs to tactical motor transport equipment that are required to be accomplished at the second and third echelon maintenance levels. This course provides training on Marine Corps maintenance and management systems; technical publications; maintenance related forms and records; common and special tools; automotive test equipment; principles of automotive mechanics; special vehicle maintenance responsibilities related to engines, engine accessory systems, power transmission systems, brake systems, suspension systems, and steering systems; maintenance services peculiar to selected models of special purpose vehicles; removal and installation of major automotive assemblies; scheduled preventive maintenance checks and services and limited technical inspections. The curriculum also includes driver training.

Prerequisites: Private through sergeant (E1 – E5).

Uniform/Equipment Requirements: Students will check in wearing the Service "A" uniform. Utility uniform will be worn for all periods of instruction Monday-Friday. Service "C" uniform will be worn occasionally on Friday as directed by the School Commander. Graduation uniform will be Service "C". PT gear (green/green) is also required to include sweats during winter months.

AUTOMOTIVE INTERMEDIATE MAINTENANCE ENLISTED

MASL Number: P143831

Location: MARCORCBTSVCSTSCOL, CLNC

Length: 12.6 weeks

Sec Class: U

ECL: 70

Description: This course is designed to impart the technical knowledge and develop the functional skills that will enable the graduate, with normal supervision, to effectively perform the repairs to tactical motor subassemblies and their associated components that are required to be accomplished by the intermediate automotive mechanic at the fourth echelon level of maintenance. Subject matter includes, precision instruments and measuring devices; repair/overhaul of in-line and V-8 compression ignition engines and components, thereof; and repair/overhaul of power transmission, steering and brake system components and winches.

Prerequisites: Lance Corporal through Sergeant. Completion of the Automotive Organizational Maintenance Course (P143803).

Uniform/Equipment Requirements: Students will check in wearing the Service "A" uniform. Utility uniform will be worn for all periods of instruction Monday-Friday. Service "C" uniform will be worn occasionally on Friday as directed by the School Commander. Graduation uniform will be Service "C". PT gear (green/green) is also required to include sweats during winter months.

MAINTENANCE MANAGEMENT

MASL Number: P143832

Location: MARCORCBTSVCSPSCOL, CLNC

Length: 3.2 weeks

Sec Class: U

ECL: 70

Description: This course teaches basic skills and knowledge required for the effective maintenance management of ground equipment primarily at the organizational level. Emphasis is placed upon the duties of maintenance management officers and chiefs. Primary focus is on the duties of the maintenance management officer and chief, command-level application receives strong emphasis. The principal fields of study are professional communication, publications and directives, supply, maintenance production, the MIMMS, readiness analysis and maintenance-related programs.

Prerequisites: Sergeants through captains (E-5 – O-3)

ASSAULT AMPHIB REPAIR (INTERMEDIATE)

MASL Number: P144001

Location: AAS BN, CAMP PENDLETON CA

Length: 12 weeks

Sec Class: U

ECL: 70SA



Description: Designed to provide students with requisite technical knowledge, techniques and procedures to enable him to effectively perform and supervise repair to AAVs and their associated subassemblies and components at the third and fourth with limited fifth echelon maintenance. Additional training and utilization is provided on the employment and utilization of the maintenance and recovery capabilities of the AAVR7A1. Academic subjects include:

Vehicle System	56 hours
Engine	96 hours
Transmission	75 hours
Armament Station	88 hours
AAVR7A10 Equipment	76 hours

Also included are 6 hours of performance evaluations and 24 hours of nonacademic subjects.

Prerequisites: AAV Repair Basic (P144803) or equivalent on the job training (OJT) experience; corporal through gunnery sergeant (E4 – E7).

ASSAULT AMPHIBIOUS VEHICLE CREWMAN

MASL Number: P144002

Location: AAS BN, CAMP PENDLETON CA

Length: 9.2 weeks

Sec Class: U

ECL: 70SA



Description: To provide students with basic skills necessary to serve as assault amphibian vehicle crewman. Include: instruction in Introduction to amphibious vehicles: roles and missions, capabilities and limitations, unit organization, safety considerations, vehicle description and systems, and related publications; Communications: equipment description and capabilities, radio procedures, preventive maintenance of the AAVP7A1, conducting before, during and after operational checks (including water checks, track and suspension and daily preventive maintenance); Vehicle operations and safety: basic land driving, water driving, battlefield movement techniques, ship to shore movements, surf driving, emergency evacuation procedures, vehicle recovery, vehicle safety procedures, and camouflage; General subjects: emergency vehicle destruction, dogging procedures, service life jackets, CBR unit, infrared periscope, land and beach obstacles, markers and camouflage; Armament

station: 40/50 unguided weapon station, armament station operation, preventive maintenance requirements, field-strip, clean, install, minor bore sight, and fire the M-2 .50 caliber machine gun and the 40MM, MK19 machine gun.

Prerequisites: Private through Lance Corporal (E-1 – E-3). Corporal through Staff Sergeant (E-4 – E6) with approval. Combat Water Survival Class 2 qualified. Visual acuity correctable to 20/40 in both eyes; normal visual depth and color perception.

ASSAULT AMPHIBIOUS VEHICLE OFFICER

MASL Number: P144802

Length: 10.8 weeks

Location: AAS BN, CAMP PENDLETON CA

Sec Class: U

ECL: 70SA



Description: To familiarize personnel with assault amphibious vehicles and to provide a working knowledge of the duties and responsibilities of an Assault Amphibian Platoon Leader. Instruction includes the following phases: Communications; introduction to the assault amphibious vehicle family; Inspection and preventive maintenance; vehicle operation and safety; field subjects and tactics; and armament stations operation/employment. Assault Amphibian Vehicle Officers will acquire a basic knowledge of all aspects of the basic crewman course.

Prerequisites: Second lieutenant through captain (O-1 – O-3). Combat Water Survival Class 2 qualified. Visual acuity correctable to 20/40 in both eyes; normal visual depth and color perception.

ASSAULT AMPHIBIOUS REPAIRMAN (BASIC)

MASL Number: P144803

Length: 14 weeks

Location: AAS BN, CAMP PENDLETON CA

Sec Class: U

ECL: 70SA

Description: To present entry-level instruction in the maintenance skills necessary to repair assault amphibious vehicles at the organizational level. The course emphasizes first and second echelon maintenance and related administrative forms. Additional instruction involves communications operations, basic operation of the vehicle, and organizational maintenance of electrical systems, hydraulic systems, power plant, fuel systems, weapons station, and vehicle inspections, and operation of the AAVR7A1.

Prerequisites: Gunnery sergeant (E-7) and below. Combat Water Survival Class 3 qualified (minimum).

LIGHT ARMORED VEHICLE REPAIRER BASIC

MASL Number: P144804

Length: 9 weeks

Location: MARCORDET, U.S. ARMY ORDNANCE
CENTER & SCHOOL, ABERDEEN PROVING
GROUND, MD

Sec Class: U

ECL: 70SA



Description: To teach entry-level skills necessary for duty as a Light Armored Vehicle Repairman. This course will provide entry-level students with instructions pertaining to organizational and limited intermediate level maintenance for Light Armored Vehicles. This course emphasizes maintenance forms/record keeping procedures, basic operation of the vehicle; troubleshooting and repair of hull systems to include, engine, transmission, power train, suspension, turret, electrical, pneumatic, and hydraulic systems.

Prerequisites: Combat Water Survival Class 3 qualified.

Special Instructions: Course is taught on an unclassified basis, however, all IMS must have a **Secret security clearance** annotated on their **invitational travel orders (ITO)** in order to be **admitted to the classroom area**. IMS without such a

clearance annotated on their ITO will not be admitted to the classroom spaces and cannot attend training. IMS attending this course report to the Marine Corps Detachment, not the U.S. Army Ordnance Center IMSO.

LIGHT ARMORED VEHICLE TECHNICIAN

MASL Number: P144805

Length: 9 weeks

Location: MARCORDET, U.S. ARMY ORDNANCE
CENTER & SCHOOL, ABERDEEN PROVING
GROUND, MD

Sec Class: U

ECL: 70SA

Description: To teach advanced turret system troubleshooting/repair, recovery operations, recovery vehicle maintenance and maintenance management. This course provides advanced instruction to students on the maintenance of light armored vehicles and their systems. The course consists of inspection, troubleshooting, disassembly, repair, cleaning, assembly, lubricating and operation of major vehicle systems. Heavy emphasis is placed on the turret systems to include the M242 25MM Automatic Gun and on administrative procedures to include the Marine Corps Integrated Maintenance Management System. Recovery vehicle maintenance is taught as well as an introduction to operating its systems and performing recovery operations.

Prerequisites: Must meet the requirements/prerequisites of the LAV Repair Basic course (P144804). Corporal (E-4) or above. Prerequisites may be waived on a case-by-case basis.

Special Instructions: Course is taught on an unclassified basis, however, all IMS must have a **Secret security clearance annotated on their invitational travel orders (ITO)** in order to be **admitted to the classroom area**. IMS without such a clearance annotated on their ITO will not be admitted to the classroom spaces and cannot attend training. IMS attending this course report to the Marine Corps Detachment, not the U.S. Army Ordnance Center IMSO.

SMALL CRAFT MECHANIC

MASL Number: P145185

Length: 16 weeks

Location: MARCORENGSCOL, CAMP LEJEUNE, NC

Sec Class: U

ECL: 70SA



Description: To provide maintenance training for small craft mechanics. This curriculum includes lectures, demonstrations, and extensive practical application. Instruction includes 2d through 4th echelon repair of fielded small craft and their subsystems including engine, instruments, controls, power train, and electrical systems, and hull repair of fiberglass and rubber boats.

Prerequisites: Must have normal color vision. Must be a graduate of Basic Engineer Equipment Mechanic Course (P147804).

COMBAT RUBBER RECONNAISSANCE CRAFT REPAIR

MASL Number: P145186

Length: 4 weeks

Location: MARCORENGSCOL, CAMP LEJEUNE, NC

Sec Class: U

ECL: 70SA

Description: To train small craft operators in immediate repair of outboard motors and rubber boats. This curriculum includes lectures, demonstrations, and extensive practical application. Instruction includes preventive maintenance, limited technical inspection, combat rubber raiding craft repair, immediate action outboard motor repair, and outboard motor installation.

Prerequisites: Must has normal color vision and visual acuity.

BULK FUEL SPECIALIST

MASL Number: P145312

Length: 3.4 weeks

Location: MARCORDET, FT LEE, VA

Sec Class: U **ECL:** 70



Description: This course provides entry-level students with skills needed to meet the increasing demands within the petroleum environment. The course also cover areas such as engineer records and forms, pump maintenance, and PMCS, installation and operation of the Amphibious Assault Fuel System (AAFS), Tactical Airfield Fuel Dispensing System (TAFDS), Helicopter Expedient Refueling System (HERS), operation of the MKIII contaminated fuel detector kit, MKII free water detector kit, B/2 anti-icing additive test kit, and aviation test kit. This course will also introduce students to the tactical petroleum test laboratory (TPLM).

Special Instructions: IMS attending this course report to the Marine Corps Detachment, not the U.S. Army Quartermaster Center IMSO.

BASIC ENGINEER EQUIPMENT MECHANIC

MASL Number: P147804

Length: 8.4 weeks

Location: FT LEONARDWOOD MO

Sec Class: U **ECL:** 70SA

Description: To provide entry-level training for engineer equipment mechanics. Performance oriented instruction to explain electrical, mechanical, and hydraulic principles employed in the operation and maintenance of engineer equipment.

Prerequisites: Lance corporal (E-3) and below; normal color perception.

ADVANCED LOGISTICS OFFICER COURSE (ALOC)

MASL Number: P151800

Length: 4.2 weeks

Location: EDCOM, QUANTICO VA

Sec Class: U **ECL:** 80SA

Description: To provide advanced knowledge and skills required to perform the duties of an executive logistics manager. This course is designed to prepare and expose field grade officers to key executive managerial positions within the Marine Corps and DoD logistics systems. Provides insight into the multifunctional areas of logistics and Combat Service Support (CSS) and their integration into the overall DoD logistics system. Phase I covers UMSC Logistics and Support. Phase II overviews national organizations and operations and USMC interrelationships and interdependencies of the various components and commands of the DoD and other government agencies. Phase III overviews Global Logistics, focusing on NATO Logistics, United Nation Logistics/Operations/Contracting, Humanitarian Assistance, and Peace Support Operations.

Prerequisites: Major – lieutenant colonel (O-4 – O-5) with background in logistics.

NON-COMMISSIONED OFFICER SUPPLY COURSE

MASL Number: P152100

Length: 4 weeks

Location: MARCORCBTSVCSPSCOL, CLNC

Sec Class: U **ECL:** 70

Description: This intense 4-week course is designed to provide instruction ranging from Manual Supply operations to include technical research and control of equipment and weapons to Mechanized Additional Demands and Inventory equipment and Resource Management. The course will be culminated with a Supply Account Exercise that combines all the skills mastered in the other phases.

Prerequisites: Corporal through sergeant (E-4 – E-5), who has graduated from the Enlisted Supply Basic course (P152809) and who is serving in or pending assignment to an administrative supply billet.

Uniform/Equipment Requirements: Students will check in wearing uniform. Utility uniform will be worn for all periods of instruction Monday-Friday. Service "C" uniform will be worn occasionally on Friday as directed by the School Commander. Graduation uniform will be service "C". Physical training gear, including running shoes, appropriate to season is required.

ENLISTED WAREHOUSING BASIC COURSE

MASL Number: P152260

Location: MARCORCBTSVCSPTSCOL, CLNC

Length: 2.4 weeks

Sec Class: U

ECL: 70



Description: This course is designed to develop basic skills required to perform all basic levels of duties in the warehouse at the using unit level, field, or bulk warehouse. Instruction focuses on the administrative tasks, warehouse maintenance, inventory procedures, storage operations and mobilization and embarkation responsibilities. The student is introduced to the Asset Tracking for Logistics and Supply Systems (ATLASS) as it relates to warehouse functions.

Prerequisites: Private through lance corporal (E-1 – E-3).

Uniform/Equipment Requirements: Students will check in wearing uniform. Utility uniform will be worn for all periods of instruction Monday-Friday. Service "C" uniform will be worn occasionally on Friday as directed by the School Commander. Graduation uniform will be service "C". Physical training gear, including running shoes, appropriate to season is required.

GROUND SUPPLY OFFICER

MASL Number: P152801

Location: MARCORCBTSVCSPTSCOL, CLNC

Length: 10.8 weeks

Sec Class: U

ECL: 70SA

Description: To train company grade officers in the skills necessary to perform the duties of a Ground Supply Officer with emphasis on the using unit (battalion/regimental) level. This course will acquaint the student with the publications necessary to perform supply functions in the field, instruction in manual accounting procedures, introduction to the Supported Activities Supply System (SASSY) and the Asset Tracking Logistical and Supply System (ATLASS) with emphasis on operating stock files and procedures. Instruction includes financial management from the perspective of the cost center level, and management principles and functions. Instruction requires operation of standard IBM compatible personal computer.

Prerequisites: Warrant officer through second lieutenant (W-1 – O-1).

Uniform/Equipment Requirements: Students will check in wearing uniform. Utility uniform will be worn for all periods of instruction Monday-Friday. Service "C" uniform will be worn occasionally on Friday as directed by the School Commander. Graduation uniform will be service "C". Physical training gear, including running shoes, appropriate to season is required.

GROUND SUPPLY CHIEF COURSE (GSCC)

MASL Number: P152803

Length: 6 weeks

Location: MARCORCBTSVCSPTSCOL, CLNC

Sec Class: U

ECL: 70SA

Description: To train personnel with supply experience in more advanced aspects of supply principles, procedures, techniques, and operations. Instruction includes service support leadership, principles of Marine Corps supply accounting and reporting, basic computing system fundamentals, instruction in computerized record keeping, emphasis on preparing input data and analyze output information. Instruction in the Supported Activities Supply System (SASSY) and Asset Tracking Logistics and Supply System (ATLASS) at the using unit (company/battalion/regiment) and SASSY Management Unit (SMU) level is presented. Also included is the necessary correlative instruction in publications, allowance computation, procurement, and financial management. Upon completion of the course, the SNCO/NCO should be capable of supervising the performance of all tasks required of a private-corporal incident to requisitioning, storing and accounting for supplies and equipment for units operating under manual or mechanized procedures.

Prerequisites: Staff sergeant through gunnery sergeant (E-5 - E-6) with one year of experience in the supply field.

Uniform/Equipment Requirements: Students will check in wearing uniform. Utility uniform will be worn for all periods of instruction Monday-Friday. Service "C" uniform will be worn occasionally on Friday as directed by the School Commander. Graduation uniform will be service "C". Physical training gear, including running shoes, appropriate to season is required.

ENLISTED SUPPLY BASIC

MASL Number: P152809

Length: 4.2 weeks

Location: MARCORCBTSVCSPTSCOL, CLNC

Sec Class: U

ECL: 70



Description: This course is designed to develop the basic technical skills required of supply clerks filling supply administrative and operations billets in non-mechanized accounting. Instruction focuses on technical research, manual requisitioning/accounting, specialized accounting procedures, mechanized accounting for operating stocks, mechanized requisitioning, repair parts requisitioning, mechanized accounting for allowance items and financial management. Instruction in the Asset Tracking and Logistics for Supply Systems (ATLASS) functions within the mechanized supply account. Instruction includes the use of publications and directives.

Prerequisite: Private - sergeant (E1-E5).

Uniform/Equipment Requirements: Students will check in wearing uniform. Utility uniform will be worn for all periods of instruction Monday-Friday. Service "C" uniform will be worn occasionally on Friday as directed by the School Commander. Graduation uniform will be service "C". Physical training gear, including running shoes, appropriate to season is required.

DATA NETWORK SPECIALIST COURSE

MASL Number: P155403

Location: MCCES, TWENTYNINE PALMS, CA

Length: 11.2 weeks

Sec Class: U

ECL: 80SA



Description: This course provides in-depth studies of small computer systems. Topics covered include: the installations and configuration of Marine Corps hardware and software; Installation and configuration of workstation and server operating systems; Installation and configuration of messaging systems; installation, operation and maintenance of Local Area Networks (LAN) and Wide Area Networks (WAN); troubleshooting techniques, and Information Assurance.

Prerequisites: Private through sergeant (E-1 – E-5).

Special Instructions: Course is taught on an unclassified basis, however, all IMS must have a **Secret security clearance annotated on their invitational travel orders (ITO)** in order to be **admitted to the classroom area**. IMS without such a clearance annotated on their ITO will not be admitted to the classroom spaces and cannot attend training.

DATABASE MANAGEMENT SPECIALIST

MASL Number: P155410

Location: MCCES, TWENTYNINE PALMS, CA

Length: 4 weeks

Sec Class: U

ECL: 80SR

Description: This course offers a comprehensive introduction to the concepts of database administration, analysis and design, and development with emphasis on relational databases. The curriculum include extensive practical application using Oracle 7; database administration to include installing a database management system, creating a database, control files, system data dictionaries; database security to include managing users and database objects; logical database administration to include table spaces; performance tuning; backups and recovery; and SQL programming.

Prerequisites: Sergeant through master sergeant (E-5 - E-8). Data processing experience recommended. Graduate of Data Network Specialist Course (P155403).

Special Instructions: Course is taught on an unclassified basis, however, all IMS must have a **Secret security clearance annotated on their invitational travel orders (ITO)** in order to be **admitted to the classroom area**. IMS without such a clearance annotated on their ITO will not be admitted to the classroom spaces and cannot attend training.

INFORMATION SYSTEMS SECURITY MANAGER

MASL Number: P155411

Location: MCCES, TWENTYNINE PALMS, CA

Length: 2.8 weeks

Sec Class: U

ECL: 80SR

Description: This course provides practical experience in identifying threats and vulnerabilities associated with sensitive information stored on ADP resources, and provides safeguards against unauthorized access, modification, destruction, or denial of services. Topics include: personnel security, physical security, hardware security, software security, network security, communications security, classified processing, risk management, accreditation process, contingency planning, security test and evaluation, small systems security, LAN/WAN security, policies and directives, systems security plan, life cycle management, security awareness, and auditing.

Prerequisites: Sergeant through master sergeant (E-5 – E-8).

Special Instructions: Course is taught on an unclassified basis, however, all IMS must have a **Secret security clearance annotated on their invitational travel orders (ITO)** in order to be **admitted to the classroom area**. IMS without such a clearance annotated on their ITO will not be admitted to the classroom spaces and cannot attend training.

UNIX SYSTEM ADMINISTRATOR

MASL Number: P155412

Length: 5.6 weeks

Location: MCCES, TWENTYNINE PALMS, CA

Sec Class: U

ECL: 80SR

Description: This course provides a review of UNIX operating systems and a comprehensive introduction to system administration for Solaris 2.X and HP-UX workstations currently used by the Marine Corps. Topics covered include the following: tactical data systems overview, TCP/IP, UNIX file systems, the Bourne Shell, X windows, the Korn Shell, motif, the C Shell, visual editor (vi), UNIX processes; disk architecture, UNIX installation, system startup and shutdown, Kernel configuration, performance tuning and monitoring, network services, internet work services, system administration menus, UNIX security, and troubleshooting.

Prerequisites: Corporal through master sergeant (E-4 – E-8).

Special Instructions: Course is taught on an unclassified basis, however, all IMS must have a **Secret security clearance annotated on their invitational travel orders (ITO)** in order to be **admitted to the classroom area**. IMS without such a clearance annotated on their ITO will not be admitted to the classroom spaces and cannot attend training.

COMMAND AND STAFF COLLEGE DISTANCE EDUCATION PROGRAM (CSCDEP) **CORRESPONDENCE COURSE**

MASL Number: P164005

Length: 2 Yrs

Location: VARIOUS

Sec Class: U

ECL: 80

Description: The Marine Corps C&SCDEP is offered through correspondence courses, equivalent to that of the resident curriculum, from theory to tactical application. Completion requires approximately 330 hours of self-study and 17 hours for the exams. The program of instruction content ranges from the National Command Authority down to battalion-level tactical application. Request for enrollment constitutes a significant time commitment on the part of each student. The courses are: Theory and Nature of War, Strategic Level of War, Operational Level of War, The Marine Air-Ground Task Force (MAGTF), Marine Corps Planning Process, Joint and Multinational Operations, Amphibious Operations, Operations Other Than War, The MAGTF and Marine Corps Planning Process.

Prerequisites: The CSCDEP is offered to majors (O-4), captains (O-3) may apply for a grade requirement waiver.

AMPHIBIOUS WARFARE SCHOOL DISTANCE EDUCATION PROGRAM (AWSDEP) **CORRESPONDENCE COURSE**

MASL Number: P164009

Length: 2 Yrs

Location: VARIOUS

Sec Class: U

ECL: 80

Description: The AWSDEP is offered through correspondence courses and has been designed to parallel the resident AWS curriculum. The two phase program, emphasizing Marine Air-Ground Task Force (MAGTF) Organization, command and control, combined arms operations, and amphibious and expeditionary operations prepares officers to be commanders and staff officers at the battalion and squadron level. The Program of Instruction for AWSDE consists of six courses of study which include: Warfighting, Command and Control, MAGTF in Offensive Operations, MAGTF in Defensive Operations, Expeditionary Operations, Military Operations Other Than War. Each course consists of individual lessons, practical exercises, and examinations.

Prerequisites: AWSDEP is offered first lieutenants (O-2) and above.

MARTIAL ARTS INSTRUCTOR TRAINER COURSE

MASL Number: P166009

Location: TBS, QUANTICO, VA

Length: 7 weeks

Sec Class: U

ECL: 80



Description: To prepare and certify Marines as Martial Arts Instructor Trainers. The student will be provided instructional knowledge and techniques necessary for training and certifying personnel as Martial Arts Instructors. Additionally, students are awarded Black Belt 1st Degree by successfully completing the course. This course provides the student the knowledge, skills, degree instructor skills; and conduct of a combative sports program. Areas of instruction emphasize all three disciplines (Mental, Character, and Physical) of Marine Corps Martial Arts Program (MCMAP), relevant to the student's professional development both as an instructor and practitioner of MCMAP. The mental and character disciplines are addressed through student instruction and evaluation on guided discussions, Warrior studies and martial culture studies; the physical discipline is developed through student instruction and evaluation in rifle and bayonet techniques, ground fighting, throws, chokes, unarmed versus handheld, firearms retention and disarmament, knife techniques, non-lethal baton techniques, weapons of opportunity, improvised weapons, and advanced elements of anatomy and physiology.

Prerequisites: Sergeant (E-5) or above; Green Belt Martial Arts Instructor (or higher); **first class PFT**. PFT must be completed within 30 days of reporting to the course; shoulder injury free within the last two years; concussion and broken bones free within the last six months; no stitches/staples on the body; no dental surgery within 48 hours of reporting to course; has been actively training and teaching in the program for unit; **current Combat Water Survival** (swim) qualified.

DRILL INSTRUCTOR

MASL Number: P166801

Location: MCRD, PARRIS ISLAND, SC

Length: 15.6 weeks

MASL Number: P166802

Location: MCRD, SAN DIEGO CA

Sec Class: U

ECL: 70



Description: The purpose of the course is to further develop the knowledge, physical condition, command presence, instructional skills, and leadership abilities of selected, noncommissioned and staff noncommissioned officers so that they will be able to successfully perform the duties of a drill instructor. The course provides instruction in leadership, standing operating procedures for recruit training, techniques of military instruction, marksmanship and individual weapons, individual combat skills, physical conditioning, close order drill, and general military subjects that include U.S. Marine Corps history, customs and courtesies, uniform regulations, first aid (to include cardiopulmonary resuscitation certification), sanitation and personal hygiene, and interior guard.

Prerequisites: Corporal through master sergeant (E-4 - E-8). Minimum of 22 years old; excellent disciplinary record; stable family and financial situation; and meets U.S. Marine Corps personal appearance and weight standards and is able to obtain a first class score on the Marine Corps PFT. **This is a physically demanding course.** *There will be a one (1) week orientation class prior to start of Drill Instructor course at Parris Island only. This is to familiarize students with the Marine Corps and recruit training process in order to give them some background/frame of reference.*

Uniform/Equipment Requirements:

MCRD PISC: Two sets of camouflage utility uniforms, one set of service “A”, two additional short sleeve shirts (“C”), and an extra set of trousers (“C”) for uniform requirements. Physical training gear, including running shoes, appropriate to the season is required.

MCRD SAN DIEGO: Three sets of camouflage utility uniforms, one set of service “A”, three additional short sleeve shirts (“C”), and an extra set of trousers (“C”) for uniform requirements. Physical training gear, including running shoes, appropriate to the season is required.

FORMAL SCHOOL INSTRUCTOR

MASL Number: P166807

Length: 2 weeks

Location: MARCORCBTSVCSPSCOL, CLNC

Sec Class: U

ECL: 70

Description: This course focuses on the Implement Phase of the Systems Approach to Training, preparing and delivering instruction. The course covers areas in basic communication skills, preparations techniques, adult learning, employing various teaching methods, and instructional aids.

Prerequisites: Lance corporal through lieutenant colonel (E-3 – O-5) assigned to instructor billets.

Uniform/Equipment Requirements: Students will check in wearing uniform. Utility uniform will be worn for all periods of instruction Monday-Friday. Service “C” uniform will be worn occasionally on Friday as directed by the School Commander. Graduation uniform will be service “C”. Physical training gear, including running shoes, appropriate to season is required.

CURRICULUM DEVELOPERS COURSE

MASL Number: P166808

Length: 2 weeks

Location: MARCORCBTSVCSPSCOL, CLNC

Sec Class: U

ECL: 70

Description: To train students in the design and development of instructional materials. This course includes instruction on the performance of learning analysis, target population assessment, preparation of effective test items, the writing of detailed outlines and student handouts, the selection of appropriate instructional methods and media, and the development of lesson validation plans.

Prerequisites: Staff sergeant through lieutenant colonel (E-6 – O-5).

Uniform/Equipment Requirements: Students will check in wearing uniform. Utility uniform will be worn for all periods of instruction Monday-Friday. Service “C” uniform will be worn occasionally on Friday as directed by the School Commander. Graduation uniform will be service “C”. Physical training gear, including running shoes, appropriate to season is required.

ADMINISTRATORS COURSE

MASL Number: P166809

Length: 3 Days

Location: MARCORCBTSVCSPSCOL, CLNC

Sec Class: U

ECL: 70

Description: To instruct students in the management and supervision of instruction using the Systems Approach to training. Students are required to discuss, review and evaluate issues related to the effectively managing a Marine Corps Formal School. Students devise evaluation plan (external/internal), assess faculty development, review training management systems such as Marine Corps Automated Instructional Management System (MCAIMS) and conduct of a Course Content Review Board (CCRB).

Prerequisites: Staff sergeant through colonel (E-6 – O-6) assigned as school administrator or supervisor.

Uniform/Equipment Requirements: Students will check in wearing uniform. Utility uniform will be worn for all periods of instruction Monday-Friday. Service "C" uniform will be worn occasionally on Friday as directed by the School Commander. Graduation uniform will be service "C". Physical training gear, including running shoes, appropriate to season is required.

NON-LETHAL INDIVIDUAL WEAPONS INSTRUCTOR

MASL Number: P166810

Location: MARCORDET FT LEONARD WOOD MO

Length: 2.2 weeks

Sec Class: U

ECL: 70



Description: To certify the student as a Non-Lethal Individual Weapons Instructor.

Scope: To train the student in the mind set and tasks necessary to perform duties as Non-lethal Individual Weapons Instructor. Course includes instruction on the use of force continuum and Rules of Engagement, the dispersal methods of a crowd, use of non-lethal capabilities in unit operations, riot control formations, dynamics of crowd behavior, employment considerations in Military Operations Other Than War, communication skills, empty hand defensive skills, use of the straight baton, use and employment of Oleoresin Capsicum aerosol, and use and employment of non-lethal munitions.

Prerequisites: Enlisted (E-4 – E-8) and Officers (O-1 – O-4). **IMS must be able to pass USMC Physical Fitness Test.** Graduate of Instructor Training Course (P166807) , Developers Course (P166808) or equivalent.

Uniform/Equipment Requirements: Two sets of camouflage utilities, physical training (PT) gear appropriate to the season.

Special Instructions: IMS attending this course report to the Marine Corps Detachment **Bldg. 842**, not the U.S. Army Engineer Center IMSO.

MILITARY OPERATIONS ON URBAN TERRAIN (MOUT) INSTRUCTORS COURSE

MASL Number: P166811

Location: 1STMARDIV, CAMP PENDLETON, CA

Length: 3 weeks

Sec Class: U

ECL: 80



Description: Trains fire-team leaders and squad leaders in advanced squad-level urban assault techniques to include room-clearing seizure of buildings, and urban patrolling. Also certifies safety NCOs for the MOUT Assault Course (MAC) ranges.

Prerequisites: - Lance Corporal (E-3) and above. Infantry Squad Leader Course (P121035 or P121034). Students should be familiar with M16A2 rifle.

FORMAL SCHOOL INSTRUCTOR

MASL Number: P166815

Length: 2 weeks

Location: Instructional Mgmt School, Campen, CA

Sec Class: U

ECL: 70

Description: To train the student in the delivery of instruction per the guidelines of the Systems Approach to Training (SAT) process. This course includes instruction on the performance of learning analysis, the development of learning objectives, the preparation of effective instructional materials, the use of various instructional media and methods, the management of a classroom, and the counseling of individual students in an educational setting. A special emphasis is placed on the development and refinement of those basic speaking and listening skills required to succeed as an instructor. Student will be required to present short 5-30 minute periods of instruction to classmates and instructional staff for purposes of evaluation.

Prerequisites: Private through lieutenant colonel (E-1 – O-5).

CURRICULUM DEVELOPERS COURSE

MASL Number: P166816

Length: 2 weeks

Location: Instructional Mgmt School, Campen, CA

Sec Class: U

ECL: 70

Description: To train students in the design and development of instructional materials designed for use within the formal schools environment. This course includes instruction on the performance of learning analysis, target population assessment, preparation of effective test items, the writing of detailed outlines and student handouts, the selection of appropriate instructional methods and media, and the development of lesson validation plans.

Prerequisites: Enlisted (E-6 – E-9) and officers (O-2 – O-5). Good written English skills. Basic computer skill is desired, but not mandatory.

ADMINISTRATORS COURSE

MASL Number: P166817

Length: 3 Days

Location: Instructional Mgmt School, Campen, CA

Sec Class: U

ECL: 70

Description: To instruct students in the management of training. This course includes instruction on the development of important training documents to include course descriptive data, programs of instructions, and course schedules. Students also receive training in the administration of internal and external evaluation, the validation of new instructional materials, and the conduct of Course Content Review Boards. Instruction is presented primarily in a conference/roundtable setting. Student participation is expected.

Prerequisites: Staff non-commissioned officers (E-7 – E-9) or officers (O-3 – O-5).

SMALL ARMS WEAPONS INSTRUCTOR COURSE (SAWIC)

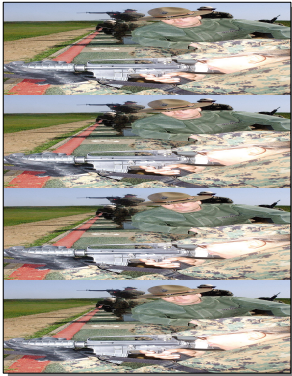
MASL Number: P166820

Location: WTBN, QUANTICO VA

Length: 6.4 week

Sec Class: U

ECL: 80SO



Description: To train enlisted personnel to assume the duties of a small arms weapons instructor and range safety officer for field firing exercises. This course includes instruction in fundamental and advanced marksmanship principles and techniques, surface danger zone construction, range operations, field firing exercises and the development of marksmanship training plans in support of unit small arms training requirements. Practical leadership and technical skills are developed by assigning students to responsible supervisory billets during actual graded classroom instruction and range training exercises. Students are evaluated on their ability to effectively deliver clear instructions while conducting complex live-fire evolutions.

Prerequisites: Sergeant through Gunnery Sergeant (E-5 - E-7). Command of the English language both written and spoken fluently. Student must have normal hearing and vision that is corrected to 20/20.

SNCO CAREER COURSE USMC

MASL Number: P171207

Location: EDCOM/MCU, QUANTICO, VA

Length: 9.4 weeks

Sec Class: U

ECL: 70SA

Description: To provide Marine Corps sergeants with the knowledge and skills necessary to assume leadership roles of greater responsibility. Instruction places emphasis on Leadership Development and Warfighting Skills necessary to lead Marines in combat and builds upon the knowledge gained in the distance education program. Also, they will have the enhanced knowledge and skills necessary to successfully acting in the role of a Small Unit Leader. They will be able to



confidently lead a PT session, drill a platoon-sized unit, give a period of instruction, and prepare Marines for inspections. Their skills are enhanced to have a greater knowledge of the counseling program, personnel administration, as well as improved verbal and **written communication skills**. They will also be better prepared to assist Marines dealing with those issues facing today's Corps and pass on the history, customs, and tradition which sustains the Corps' heritage. They also will have a greater awareness of their responsibilities to maintain their personal readiness and the readiness of other Marines. The Sergeant will have a working knowledge of the operation, maintenance, and employment of weapons systems organic to the infantry battalion. They will be familiar with the tactics and concepts of Maneuver

Warfare and their application to offensive and defensive operations at the squad and platoon level. Sergeants will have the knowledge and skills necessary to navigate by land during day or night, call for fire, medevac a casualty, and communicate using a variety of communications equipment. With these skills, Sergeants will have the confidence and ability to conduct security patrols, establish a defensive position, or function in a rear area security environment.

Prerequisites: Staff sergeant (E6). Written papers are required for every student. **IMS must be able to pass the USMC PFT.** Physical training will be conducted a minimum of 3 hours a week.

COMMAND AND STAFF COLLEGE

MASL Number: P171801

Location: EDCOM/MCU, QUANTICO, VA

Length: 46.8 weeks

Sec Class: U

ECL: 80SA



Description: To provide intermediate, advanced intermediate, and senior level professional military education for field grade officers of the Marine Corps, other services and foreign countries; to prepare them for command and staff duties with Marine Air-Ground Task Forces with emphasis on amphibious operations and for assignments with joint and combined organizations. The intent of the curriculum based on the mission statement is to provide officers with an understanding of the interrelation of the strategic, operational and tactical levels of war within a joint and/or a combined environment and by adapting doctrine and techniques to the changing conditions of warfare, the ability to out-think and out-fight any opponent. The course is presented in the setting of a "Field Grade Officers' Workshop" wherein the emphasis is on producing a well rounded, physically fit, combat ready officer. It includes programs in health and physical fitness (both team and individual), leadership, history and amphibious operations and confronts the students with

situations requiring them to solve problems of the type they can expect to encounter in assignments both in and out of the Fleet Marine Force. Formal instruction is primarily of the integrated problem type requiring individual or group application. The course stresses the planning for and the conduct of force-in-readiness operations by the Marine Air/Ground Task Force in all environments and in limited high intensity war situations. The focus is the development of an officer who understands the capabilities and potential roles of the MAGTF at the operational level of war and how to best task organize, deploy and employ these forces in any tactical environment across the spectrum of conflict. The role of the Marine Corps landing force in amphibious operations as a component of the balanced Fleet is emphasized. In addition, the course addresses staff, joint and amphibious planning; warfighting philosophies, concepts and strategy; military justice; low intensity conflict; computer use and simulations; oral and written communications; and includes a guest lecture program.

Prerequisites: Major (O-4), lieutenant colonel (O-5) by exception only (waiver required); no waiver granted for colonel (O-6). *Attendance at this course is by invitation only.*

SCHOOL OF ADVANCED WARFIGHTING

MASL Number: P171806

Location: EDCOM/MCU QUANTICO, VA

Length: 46.2 weeks

Sec Class: U

ECL: 80SA



Description: The School of Advanced Warfighting (SAW) is designed to provide the nation with leaders who can help shape the Marine Corps to meet the needs of the future. It is a graduate-level, military education tailored to amplify and complement the comprehensive foundations in Warfighting experienced during the 47-week Command and Staff College (CSC) curriculum. This follow-on course for selected graduates of CSC focuses on the link between Warfighting and Warplanning, or preparation for war. Utilizing a dynamic curriculum and an active methodology, SAW specially prepares its students for significant roles in the future preparation of armed forces for success in war, should the nation require that end.

The principal course methodology is the integrated case study taught through an inductive approach to problem solving. Because the aim is to produce leaders who can make practical decisions in a timely manner, instruction consists primarily of presenting students with complicated situations, asking them to identify the key problems in those situations, and then requiring them to devise practical solutions for those problems.

The situations that students dissect in the School of Advanced Warfighting take many forms. Events from military history are discussed in seminars. Campaigns are analyzed through systematic battle study. Implications of decisions are tested in wargames. Students' own solutions are expressed in essays while the solutions of others are explored through research.

Finally, students apply these skills on a much larger scale in a future oriented research paper that traces the implications for the military establishment of a given change in the world order.

Because leaders are being prepared for an uncertain future, the situations that students examine are drawn from a wide variety of times and places. Thus, the course begins with the study of certain aspects of the American Revolutionary War and a great deal of time is devoted to the problems faced by Napoleon, U.S. Grant, and the Elder Moltke. The world in which we serve is largely the product of decisions made during and after the First World War. In recognition of this, the majority of situations studied in the course have occurred in the twentieth century.

To avoid the dangerous oversimplification that comes from dealing with problems out of context, the situations that are examined in the School of Advanced Warfighting are presented in a definite sequence. Because this sequence is roughly chronological, the students get the additional benefit of being able to place a problem in time and to understand the evolutionary and multi-dimensional character of warfare.

Prerequisites: Successful completion of the resident Command and Staff College course, faculty recommendation, and competitive selection for the SAW follow-on course. *Attendance at this course is by invitation only.*

SERGEANTS COURSE

MASL Number: P171809

Length: 9.2 weeks

Location: EDCOM/MCU, QUANTICO, VA

Sec Class: U

ECL: 70SA



Description: Instruction places emphasis on leadership development and the working knowledge of weapons organic to an infantry battalion, their maintenance, disassembly/assembly, engagement of targets on a live fire range, and defensive position. Instruction is designed to increase tactical knowledge of patrolling, land navigation, defensive operations, rear area security, and maneuver warfare. Emphasis is also placed on drill, inspections, and military instruction.

Prerequisites: Sergeant (E-5). **IMS must be able to pass the USMC PFT.** Physical training will be conducted a minimum of 3 hours a week.

STAFF NCO ACADEMY ADVANCED COURSE

MASL Number: P171812

Length: 10.4 weeks

Location: EDCOM/MCU, QUANTICO, VA

Sec Class: U

ECL: 70SA



Description: This course provides gunnery sergeants and gunnery sergeants selectees with the education and leadership skills necessary to lead personnel in combat. Instructions is presented through a variety of teaching techniques to include guided discussions, research, writing, presentations, and guest lectures. Emphasis is placed on leadership, education, administration, and tactics.

Prerequisites: Gunnery sergeant (E-7). **IMS must be able to pass the USMC PFT.** Physical training will be conducted a minimum of 3 hours a week.

EXPEDITIONARY WARFARE SCHOOL (EWS)

MASL Number: P171818

Length: 43 weeks

Location: EDCOM/MCU, QUANTICO, VA

Sec Class: U

ECL: 80SA

Description: EWS is a career-level professional military education school. EWS prepares Captains (O-3) to function as commanders and staff officers at the appropriate level of the Operating Forces by providing instructional emphasis on command and control, combined arms operations, warfighting skills, tactical decision-making, Marine Air Ground Task Force (MAGTF) expeditionary operations, and naval operations.

EWS is the result of the evolutionary process of merging Amphibious Warfare School (AWS) and Command and Control Systems Course (CCSC). EWS represents the best of both schools.

The PME course is based on the core competencies of the training and education continuum. These competencies are Warfighting, MAGTF Operations, Naval Operations, Expeditionary Operations, and Foundation Skills.

- The course begins with an introduction to command and control systems and software tools that each student will be required to utilize throughout the year. Practical application with this introductory skill set is integrated into other aspects of the curriculum.
- Warfighting is the first sub course. It is dedicated to an examination of the theory, nature and levels of war, and our fundamental warfighting concept and philosophy as set forth in MCDP-1, to include Command and Control, the Marine Corps Planning Process (MCP) and MAGTF organization concepts, employment capabilities and limitations. This is followed by an examination of the development of combat power from the perspectives of each of the elements of the MAGTF.



Working from this conceptual foundation, students are introduced to Information Management and examine the information requirements to support the commander's decision-making process. The commander's critical information requirements (CCIRs) and the commanders battle space area evaluation (CBAE) shape the planning process and how to organize information that supports the planning and decision-making processes that are introduced later. The full spectrum of information operations is also examined early in the curriculum. Information operations highlights the capability and limitations of information and technology to shape the battle space. It also addresses how the global reach of the mass media can impact MAGTF operations and the commander's decision-making process.

EWS addresses various collection means and processes available to the MAGTF, including those organic to the MAGTF, Theater and national assets. Intelligence Preparation of the Battlefield (IPB) is introduced and stressed throughout the curriculum. Proper integration of these assets into surveillance, reconnaissance and counter-reconnaissance planning is presented and reinforced through war games and simulations. At this point, specific information is provided on potential adversaries.

The Marine Corps Planning Process is introduced in the Command and Control module and forms the basis for subsequent tactical decision-making. Building on the basic planning process, instruction is also provided on MAGTF, amphibious, and rapid planning, and tactical decision-making techniques. Concurrently, the students' skills in communicating decisions to subordinates are honed by a variety of means. Applications using current MAGTF information management and command and control systems are emphasized. Effective written and oral communication skills are taught, practiced and evaluated throughout. Emphasis is placed on the clear and unambiguous communication of the commander's intent.

MAGTF Operations centers on tactical applications of the MAGTF. Each sub course culminates with a Practical Exercise (PE). MAGTF operations continues in an incremental fashion to address MAGTF operations ashore in major theater war. This unit considers the development of MAGTF combat power with a balanced approach to the use of IPB, intelligence gathering assets, the selection of effective forms of maneuver, the logistics support required to permit sustained operations and, through combined arms, the synergistic integration of fires in support of maneuver, as well as the application of

command and control principles and systems. Each major instructional unit is complemented by directed professional reading, extensive use of history, individual study, and practical application exercises. Naval Operations addresses the role of Marine Forces as part of Naval Expeditionary operations. This includes –

- MAGTFs in amphibious operations, Maritime Prepositioned Force (MPF) operations, naval command relationships, and sea based fire support employment. Focusing on MAGTF operations as part of Naval Expeditionary Forces, this sub course begins with an overview of Naval Expeditionary Forces, Joint Operations, and deployment options. This sub course continues with in-depth instruction on amphibious operations and introductory instruction on the Maritime Prepositioned Force Program, MEU(SOC) program, rapid planning process, amphibious raids and noncombatant evacuation operations (NEO).
- The Expeditionary Operations sub course concentrates on expeditionary operations, joint operations, Crisis Action Modules and Military Operations Other Than War (MOOTW). This sub course focuses on culture of expeditionary operations, the various types of expeditionary operations, the Joint Operations Planning Execution System (JOPES), and concludes with an in-depth study of MOOTW. Each of these modules are reinforced by Practical Exercises that require student decision-making and the development of a concept of operations and command and control architecture.
- Foundation Skills, such as leadership, ethics, and effective communications are addressed throughout the PME curriculum. Command and Control and Foundation Skills are purposely spread throughout the curriculum to enhance or augment the topics being presented in the sub courses.

The Final Exercise follows as a major reinforcing event for all previously presented instruction. This computer simulation force-on-force MEB Amphibious Assault set in a potential Major Theater War Area, with a MEU-sized advanced force, highlights issues such as C2, deployment, amphibious operations, MPF build-up of forces and the MAGTF in a joint/combined environment. The PME course is reinforced with a two-day trip to the Gettysburg battlefield where the students focus not only on tactics, but also on leadership, combined arms, tactical decision-making, and the importance of the commander's personality in shaping the battlefield. This is also a time for the students to cement their professional relationships with their peers.

The PME course concludes with instruction on various Marine Corps issues. These issues include readiness, operational risk management, legal, administration, and other topics to better prepare Captains to return to the Operating Forces.

Prerequisites: Captain (O-3), major (O-4) by exception only (waiver required). No waiver granted for lieutenant colonel (O-5).

ENGINEER EQUIPMENT OFFICER

MASL Number: P174803

Location: MARCORDET, FT LEONARDWOOD, MO

Length: 9.8 weeks

Sec Class: U

ECL: 70SA

Description: Instruction in maintenance management, engineer equipment operations, construction management, production estimation, logistical estimation, horizontal construction, and load lifting certification.

Prerequisites: Warrant Officer through Captain (W-1- O-3). Vision must be correctable to 20/20 and depth perception (third degree binocular vision). Convenes once per year.

Special Instructions: IMS attending this course report to the Marine Corps Detachment **Bldg. 842**, not the U.S. Army Engineer Center IMSO.

ENGINEER EQUIPMENT CHIEF

MASL Number: P174804

Length: 10.2 weeks

Location: MARCORDET, FT LEONARDWOOD, MO

Sec Class: U

ECL: 70SA

Description: Instruction in maintenance; engineer equipment operations; construction management procedures; production and logistical estimation; and horizontal construction techniques.

Prerequisites: Staff sergeant through gunnery sergeant (E-6 - E-7). Vision must be correctable to 20/20 and depth perception (third degree binocular vision). Convenes once per year.

Special Instructions: IMS attending this course report to the Marine Corps Detachment **Bldg. 842**, not the U.S. Army Engineer Center IMSO.

ENGINEER EQUIPMENT MECHANIC NCO

MASL Number: P174806

Length: 12.4 weeks

Location: MARCORDET, FT LEONARDWOOD, MO

Sec Class: U

ECL: 70SA



Description: To provide advanced maintenance training for Engineer Equipment Mechanic. Instruction includes maintenance management, shop organization, special tools, and in-depth maintenance procedures required to repair fielded engineer equipment items and their subsystems including engine, power train, hydraulic, and electrical systems, and the M9 Armored Combat Earthmover (ACE).

Prerequisites: Corporal through staff sergeant (E-4 - E-6). Vision must be correctable to 20/20. Normal color perception and depth perception. Must be 66 inches minimum height. Convenes twice annually. Graduate of Basic Engineer Equipment Mechanic Course (P147801).

Special Instructions: IMS attending this course report to the Marine Corps Detachment **Bldg. 842**, not the U.S. Army Engineer Center IMSO.

ENGINEER EQUIPMENT OPERATOR NCO

MASL Number: P174807

Length: 8.8 weeks

Location: MARCORDET, FT LEONARDWOOD, MO

Sec Class: U

ECL: 70SA

Description: To provide advanced training for Engineer Equipment Operator. Instruction in engineer equipment management, supervision, and operations, maintenance and supply, container handling, basic planning and construction of military roads, earth moving equipment, cranes, and excavating equipment.

Prerequisites: Corporal through staff sergeant (E-4 - E-6). Vision must be correctable to 20/20. Normal color perception and depth perception. Must be 66 inches minimum height. Convenes twice annually.

COLD WEATHER MEDICINE

MASL Number: P175228

Length: 2.4 weeks

Location: MCMWTC, BRIDGEPORT, CA

Sec Class: U

ECL: 80SA

Description: This course provides medical department personnel with the necessary knowledge and practical experience to effectively participate as cold weather operations medical support personnel in a cold weather mountainous environment. The course is designed to train students to be technical advisors and to train troops and medical personnel within their unit, and to provide medical support in a cold weather mountainous environment. Instruction is provided by classroom lecture,

demonstration, and practical application. Lessons cover a wide variety of subjects that include movement, survival, bivouacs, leadership and discipline, diagnosing, treating and preventing cold weather and high altitude related injuries, and techniques of transporting casualties in a snow-covered mountainous environment.

Prerequisites: Must be medical doctor or medical technician. Must be able to qualify second class on USMC physical fitness test and be in good physical condition, free of chronic or acute orthopedic injuries and not on cardio-active medication. **This is a physically demanding course taught in a rugged, high altitude environment.**

Uniform/Equipment Requirements:

Provided by students:

Sea bag	Two pairs of prescription eye glasses (if worn)
Six pair work/wool socks	One pocket memo pad
One set utilities w/utility cover	Pen, pencils, and felt tip pen
One set work uniform	Pocketknife
One pair combat boots	Lock (key or combination)
Two sets thermal underwear	Leather gloves w/wool inserts
Civilian clothing	Shoe polish and brush
Watch cap (Navy blue/black)	Two accessory straps or elastic/stretch/
Balaclava/facemask	"Bunji" cords
Toilet articles (electric shaver)	Four large trash bags
"Chapstick"	Two bath towels
Sunscreen (SPF 10-15 non-water base)	Flashlight w/extra batteries
Hand cream (non-water base)	Handbrush (surgical/small whisk brush)
Sunglasses	Goggles (ski type)
Unit One (for Corpsmen)	Field jacket with liner
Shower shoes	ID tags/medical tags
Twenty foot nylon cord	Physical training gear (green sweatshirt & sweatpants)

WILDERNESS MEDICINE COURSE

MASL Number: P175235

Length: 2.4 weeks

Location: MCMWTC, BRIDGEPORT, CA

Sec Class: U

ECL: 80SA

Description: To instruct and provide practical experience to medical personnel (Doctors, Nurses, Corpsmen, EMTs) working in the operational/field type environment in the effective application of emergency medical care and evacuation techniques in a remote mountainous environment with limited resources.

Prerequisites: Students must have a Medical Department designator equivalent to the U.S. Navy designator of 2100, 2300, or Enlisted Classification equivalent to the U.S. Navy equivalent of 8404, 8427, 8403, 8493, 8425. Additionally, prospective students must not be taking cardiac medication, must be free of chronic or acute orthopedic injuries, and must be able to score first class on the Marine Corps physical fitness test. **This is a physically demanding course taught in a rugged, high altitude environment.**

Uniform/Equipment Requirements: One pair running shoes, 3 sets physical training (PT) gear, 2 sets utilities (Camouflage), field jacket w/liner, combat boots, six pair wool socks, watch cap, two pair eyeglasses (if necessary), sun glasses, chap stick, sunscreen, pocket knife, flashlight, plastic whistle, lighter, memo pad, pens and a lock, small bungee cords, hi-liter, extra gloves/mittens, full wet or dry suit including booties or anti-exposure suit, either wet or dry, and associated footwear.

LAW OF WAR
(EXPANDED IMET COURSE)

MASL Number: P176010

MASL Number: P176012

Length: 3 Days

Location: MCB, CAMP LEJEUNE, NC

Location: MCB, CAMP PENDLETON, CA

Sec Class: U

ECL: 80

Description: This course is designed for Commanders, staff officers, and senior staff non-commissioned officers to ensure understanding of the requirements governing members of the armed forces in combat. The course of instruction includes, but is not limited to, the following topics: legal and historical sources of the laws of war, general principles and responsibilities, international human rights obligation, laws of protection including in particular the Geneva Conventions of 1949, war crimes, permissible means and methods of warfare, weapons, targets, hostilities, and rules of engagement.

Prerequisites: Gunnery sergeant through master gunnery sergeant or sergeant major (E-7 – E-9) and second lieutenant through colonel (O-1 – O-6).

BASIC OFFICER

MASL Number: P179250

Location: TNRGCOM, QUANTICO, VA

Length: 23.6 weeks

Sec Class: U

ECL: 80SA



Description: To provide newly commissioned officers a basic professional education and to instill in them the esprit and leadership traditional to the Marine Corps in order to prepare them to assume the duties and responsibilities of company grade officers in the field and in garrison. Additionally, the Basic Officer Course provides a basic understanding of infantry skills so that the graduate can properly support ground combat operations and can also perform infantry duties. The course includes instruction in: leadership; instruction; marksmanship; map reading and land navigation; communications; tactics; infantry weapons; supporting arms; combat service support

and supporting arms; field engineering; NBC defense; drill, command and ceremonies; military law; Marine Corps history, traditions, roles, and missions; first aid; data processing intelligence; aviation; amphibious operations; and physical training conditioning. The course encompasses the use of both classroom and field application instruction supported by the employment of a variety of educational media. Instructional situations are presented as realistically and as relevant to actual conditions as possible in order to closely approximate the situations in which the officer students will perform their future duties and to provide the experience of performing under stress.

Prerequisites: Second lieutenant or first lieutenant (O-1 or O-2). International military students are advised that **physical fitness is stressed as a critical part of the curriculum. This is a physically demanding course.** USMC students entering this course will closely approach the maximum physical fitness standard outlined in Appendix D of this Guide.

TACTICAL LOGISTICS OFFICER COURSE

MASL Number: P179251

Location: MCU, QUANTICO

Length: 2.2 weeks

Sec Class: U

ECL: 80SA

Description: This course will provide company grade, career-level professional military education to logisticians. The goal of the course is to enhance the professional abilities of logisticians who must plan and execute complex combat service support operations in support of the tactical operations of ground and aviation units. The course focuses on the fundamental and doctrinal aspects of tactical-level logistics in support of combat service support operations, as well as current and future

issues that will help to prepare logisticians to assume active roles in the Expeditionary force-level and below. The objective is to bridge the gap between entry-level initial skills training and advanced intermediate-level logistics education. The course is divided into three phases: Phase I examines the Theory and Nature of logistics; the role of logistics in supporting combat service support operations; and reviews Marine Air-Ground Task Force organization, employment capabilities and limitations. Phase II centers on the tactics, techniques, and procedures for creating effective and efficient CSS for the MAGTF across the spectrum of employment scenarios. Phase III is to consider future operational concepts and the role logisticians play in enabling the execution of emerging war fighting concepts and technologies.

Prerequisites: Captains or Majors. Supply or Logistics background.

APPENDIX C Marine Corps International Military Student Officer (IMSO) Listing

Activity Code	Address/MSG Address	POC/Phone
<u>ARIZONA</u>		
MSY	Training Department Flight Simulation Division P. O. Box 99134 Yuma, AZ 85369-9134 COMCABWEST MIRAMAR CA//TRNG// Email: SpencerRG@yuma.usmc.mil	Mr. Ron Spencer TEL: (520) 341-2107 TEL: DSN 951-2107 FAX: 520-341-3502
<u>CALIFORNIA</u>		
EWP	Commanding Officer EWTG Pacific (Code N52) 3423 Guadalcanal Road San Diego, CA 92155 EWTGPAC SAN DIEGO CA//N52// Email: Cordero.Samuel@EWTGPAC.navy.mil Email: Carter.Andre@ewtgpac.navy.mil	LT Samuel Cordero CDR Andre Carter TEL: (619) 437-3750 TEL: DSN 577-3750 FAX: 577-3175
HMP	Commanding Officer Naval Air Maintenance Trng Marine Unit P.O. Box 555218 Camp Pendleton, CA 92055-5218 HMT THREE ZERO THREE CAMP PENDLETON CA//FREST// Email: SSgt-Andrew.M.Green@cnet.navy.mil Email: Sgt-Jermaine.M.Cadogan@cnet.navy.mil	SSgt Andrew M. Green SSgt Jermaine M. Cadogan TEL: 760-725-3898/8461 TEL: DSN 365-3898/8461 FAX: 365-4037
MAB	Commanding Officer AAS Schools Battalion P. O. Box 555041 Camp Pendleton, CA 92055-5041 AAS BN MCB CAMP PENDLETON CA// Email: GarciaK@pendleton.usmc.mil	CWO3 Kurt Garcia TEL: 760-725-2942/2639 TEL: DSN 365-2942/2639 FAX: 760-725-2474
MBP	Commanding General Marine Corps Base (TRMD) ATTN: IMSO P.O. Box 555021 Camp Pendleton, CA 92055-5021 CG MCB CAMP PENDLETON CA//BT10// Email:	Vacant TEL: (760)-725-5007 TEL: DSN 365-6010 FAX: 365-6908
MBT	MCCES MCAGCC ATTN: IMSO P.O. Box 788251 Twentynine Palms, CA 92278-8251 MCCES TWENTYNINE PALMS CA//SOPS// Email: AmickJ@29palms.usmc.mil	MSgt Joseph Amick TEL: (760)-830-6174 TEL: DSN 230-6174 FAX: 230-6350

MCA	COMCABWEST ATTN: G3T (George Bush) MCAS MIRAMAR P.O. Box 452001 San Diego, CA 92145-2001 COMCABWEST MIRAMAR CA//G3T// Email: bushg@mail.miramar.usmc.mil Email: ErvinDK@Miramar.usmc.mil	Mr. George Bush Ms. Darcella Ervin TEL: (858)-577-4717 TEL: DSN 267-4717 FAX: 267-1759
MCM	Commanding Officer Marine Corps Mountain Warfare Trng Center P.O. Box 5003 Bridgeport, CA 93517-5003 MCMWTC BRIDGEPORT CA//S3// Email: ParkhurstAW@mwtc.usmc.mil	MSgt Anthony W. Parkhurst TEL: (760) 932-8217 TEL: DSN 839-8217 FAX: 839-8208
MFD	Commanding General First Marine Division Attn: G3 P. O. Box 555381 Camp Pendleton, CA 92055-5381 CG FIRST MARDIV//G3T// Email: 1mardivformsch@1mardiv.usmc.mil	 TEL: (760) 725-5822/5876 TEL: DSN 365-5822/5876 FAX: 361-1198/763-1198
RDS	AC/S (G3T) MCRD WRR (ATTN: SSgt Watts) 3800 Hochmuth Blvd, Bldg 4, DI School, San Diego, CA 92140 MCRD WRR SAN DIEGO CA//G3T// Email: SalinasR@mcrdsd.usmc.mil	GySgt Rene Salinas TEL: (619) 524-4421/6153 TEL: DSN 524-4421/6153 FAX: 524-1074
SIW	Commanding Officer Attn: S-3 (School of Infantry) Assistant Operations Officer P. O. BOX 555061 Camp Pendleton, CA 92055-5061 CG MCB CAMP PENDLETON CA//SOI// Email: IsaksonJP@cpp.usmc.mil	Mr. John P. Isakson TEL: (760) 725-7174/7017 TEL: DSN 365-7505/7017 FAX: 365-7495
IMS	Commanding Officer Instructional Management School P.O. Box 555041 Camp Pendleton, CA 92055-5041 CG MCB CAMP PENDLETON CA//IMS// Email: HaysLK@Pendleton.usmc.mil	Mr. Lawrence K. Hays TEL: (760) 725-4746 TEL: DSN: 365-4746

FLORIDA

EAM	Officer in Charge EAMTU 222 East Avenue NAS Pensacola, FL 32508 EAMTU PENSACOLA FL// Email: LeachDA@MATSGFL.usmc.mil	SSgt Douglas A. Leach TEL: (850) 452-9471/9474 TEL: DSN 922-9471/9474 FAX: 922-9515
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GEORGIA

MSA	Commander ATTN: G3T IMSO 814 Radford Boulevard, Suite 20330 Albany, GA 31704-0330 COMMARCORLOGBASES ALBANY GA//819// Email: spradleysp@matcom.usmc.mil Email: baggettr@matcom.usmc.mil	Mrs. Susan Spradley Mr. Ron Baggett TEL: (912) 639-6517/6617 TEL: DSN 567-6517/6617 FAX: 567-6608
MGA	Commanding Officer USMC Detachment 608 Lane Avenue Building 25425 Fort Gordon, GA 30905-5221 MARCOREP FT GORDON GA// Email: VinsonB@gordon.army.mil	MGySgt Bruce Vinson TEL: (706) 791-7031 TEL: DSN 780-7031 FAX: 780-3634

HAWAII

MCK	Commanding General Marine Corps Base Hawaii ATTN: OIC CVIC (CWO2 Thompson) P. O. Box 63002 Kaneohe Bay, HI 96863-3002 CG MCB HAWAII KANEOHE BAY HI//TAVSC// Email: KrumholzJA@MCBH.USMC.MIL Email: CrowWD@MCBH.USMC.MIL	CWO2 William D. Crow GySgt John A. Krumholz TEL: (808) 257-1364 TEL: 457-1364 FAX: 808-257-2467
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MARYLAND

MRM	Commanding Officer Marine Corps Detachment US Army Ordnance Center & School Aberdeen Proving Ground, MD 21005-5281 MARCOREP ABERDEEN PROVING GROUND MD// Email: Kellyymm@ABERDEEN.usmc.mil	GySgt Michelle M. Kelly TEL: (410)-278-3870/7365 TEL: DSN 298-3870/7365 FAX: 298-8553
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MISSOURI

MDF	Engineer Equipment Instruction Company Marine Corps Detachment U.S. Army Engineer Center 1273 Iowa Avenue, Bldg 841C Ft Leonard Wood, MO 65473-8963 MARCOREP FT LEONARD WOOD MO Email: reevesd@flwusmc.wood.army.mil	CWO3 Daryl Reeves TEL: (573) 596-5424 TEL: DSN 581-0718 FAX: 581-0718
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MDP	MP/NBCIC Marine Corps Detachment U.S. Army Engineer Center 1273 Iowa Avenue, Bldg 841E Ft Leonard Wood, MO 65473-8963 MARCOREP FT LEONARD WOOD MO//NBCIC/S3// Email: KaskovichDJ@flwusmc.wood.army.mil	Capt Dennis J. Kaskovich TEL: (573) 596-2148 TEL: DSN 581-2148 FAX: 581-0931
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NORTH CAROLINA

HMJ	Commanding Officer Naval Air Maintenance Trng Marine Unit New River PSC Box 21036 Jacksonville, NC 28545-1036	TEL: (910)-449-6183 TEL: DSN 752-6183 FAX: 752-6384
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HMN	Commanding Officer Naval Air Maintenance Trng Marine Unit New River PCS Box 21036 Jacksonville, NC 28545-1036 Email:	TEL: 910-449-5763 TEL: 752-5763 FAX: 752-5753/5758
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MBE	Commanding Officer Attn: Dir of Instructions Marine Corps Engineer School PSC Box 20069 Camp Lejeune, NC 28542-0069 MARCORENGSCOL CAMP LEJEUNE NC//DI// Email: gowenst@lejeune.usmc.mil	Mrs. Sherl T. Gowen TEL: 910-450-7350 TEL: DSN 750-7350 FAX: 750-7434
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MBL	Commanding General ATTN: TE&O PSC Box 20004 Marine Corps Base Camp Lejeune, NC 28542-0004 CG MCB CAMP LEJEUNE NC//TEO// Email:	Vacant TEL: 910-451-7396/5326 TEL: DSN 751-7396/5326 FAX: 751-5752
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MCC	Commanding General (G3T) Second Marine Aircraft Wing PSC Box 8050 Cherry Point, NC 28533-0050 CG SECOND MAW//G3T// Email: Pearsonml@2mawcp.usmc.mil	GySgt Michael L. Pearson TEL: (252)-466-6872/6855 TEL: 582-4439/6872/6855 FAX: 582-4324
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MNR	Officer-In-Charge TAVSC, H&HS MCAS PSC Box 21002 Jacksonville, NC 28545-1002 MCAS NEW RIVER NC//TAVSC// Email: BrooksOD@newriver.usmc.mil	Mr. Otha Brooks TEL: (910) 450-6062/6673 TEL: DSN 750-6062/6673 FAX: 910-450-6651
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MSG	Commanding Officer Operations Officer School of Infantry PSC Box 20161 Camp Lejeune, NC 28542-0161 CG MCB CAMP LEJEUNE NC//SOI// Email: Floydtt@lejeune.usmc.mil Email: CollingsworthCL@lejeune.usmc.mil	MGySgt Thomas T. Floyd TEL: (910) 449-2091 TEL: DSN 752-2091 FAX: 910-449-0481 GySgt Charles L. Collingsworth
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MSL	Commanding Officer Attn: IMSO Marine Corps Combat Service Support School PSC Box 20041 Camp Lejeune, NC 28542-0041 MARCORCBTSVCSPTSCOL CAMP LEJEUNE NC//ADOI// Email: WalkerWL@lejeune.usmc.mil Email: GoodrichJ@lejeune.usmc.mil	Mr. Lin Walker MGySgt John Goodrich TEL: (910) 450-1040/1041 TEL: DSN 750-1040/1041 FAX: 750-0995
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VMA	Director of Training NAMTRA MARUNIT PSC 8055 Cherry Point, NC 28533-0055 Email: James.E.Faber@cnet.navy.mil Email: Clarence.C.Gore@cnet.navy.mil	MSgt James E. Faber TEL: (252)-466-6085/5799 TEL: DSN 582-6085/5799 FAX: 582-6978 GySgt Clarence C. Gore
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OKLAHOMA

MOK	Officer in Charge Marine Corps Artillery Detachment 759 McNair Avenue Brown Hall Ft Sill, OK 73503-5600 MARCOREP FT SILL OK//ATSF-MCR// Email: Mark.Fleener@sill.army.mil	MSgt Mark E. Fleener TEL: (580)-442-6498/2307 TEL: DSN 639-6498/2307 FAX: 639-5127
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SOUTH CAROLINA

RDP	AC/S (Ops & Trng) MCRD ERR P.O. Box 19001 Parris Island, SC 29905-9001 CG MCRD ERR PARRIS ISLAND SC//G3// Email: Fusselljc@mcrdpi.usmc.mil	MSgt Jerry C. Fussell TEL: (228)-843-3937 TEL: DSN 335-3937 FAX: 335-3708
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TEXAS

MTX	Commanding Officer Marine Corps Detachment ATTN: ATSA-CS-MC 2 Sheridan Road Fort Bliss, TX 79916 Email: Heltont@bliss.army.mil	MSgt Timothy M. Helton TEL: (915) 568-0564 TEL: DSN-978-0564 FAX: 915-568-6173 Capt Matthew Starsiak
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VIRGINIA

QCO	Commanding General, Education Command President, Marine Corps University (Code C40IO) MCCDC 2076 South Street Quantico, VA 22134-5067 CG EDCOM PRES MCU QUANTICO VA//C40IO// Email: wesleys@tecom.usmc.mil Email: hartt@tecom.usmc.mil	Mrs. Linda Wesley Mrs. Tommie Hart TEL: (703) 784-3156 TEL: DSN 278-3157 FAX: (703) 432-4677
EWL	Expeditionary Warfare Trng Group Atlantic ATTN: IMSO 1575 Gator Boulevard, Suite 243 Norfolk, VA 23521-2740 EWTGLANT NORFOLK VA//N31// Email: kuwikt@ewtglant.navy.mil Email: wilsong@ewtglant.navy.mil Email: EdieMR@ewtglant.navy.mil	GSCS Thomas Kuwik Mrs. Geraldine Wilson (Geri) TEL: (757) 462-7240/7072/8876 TEL: DSN 253-7240/7072/8876 FAX: 253-7343 Mr. Michael R. Edie
MVA	Commanding Officer USMC Detachment Petroleum and Water Department 1241 Grant Avenue Fort Lee, VA 23801-1801 MARCOREP FORT LEE VA// Email:	TEL: 804-734-2775/6 TEL: DSN 687-2775/6

Appendix D Physical Fitness Test (PFT)

The Marine Corps physical fitness test measures acceptable levels of physical fitness for all Marines. Marines must maintain the ability to pass the test at any time, and each is tested at least semi-annually. Those who fail the test are placed on a supervised program of physical conditioning until they attain the minimum acceptable level of fitness for their age group.

Conduct

The test will be conducted in a single session. Movement from one event to another should provide adequate rest between events. Events may be conducted in any sequence prescribed by the unit commander. Marines may wear appropriate gym attire or a seasonally modified utility uniform.

Test Events and Standards

Physical fitness test for male. The test consists of three events: pull-ups/chin-ups, abdominal crunches, and a 3-mile run. These events are designed to test the strength and stamina of the upper body (shoulder girdle), the midsection, and the lower body. Additionally, the run measures the efficiency of the cardiovascular system. To successfully pass the test, a Marine must complete the minimum requirements for each event, plus earn the required additional points for his age group. Failure to meet the required minimum in any event constitutes failure of the entire test, regardless of total number of points earned. Minimum acceptable performance standards and required minimum scores are listed in *Table C-1*. The point system is shown in the performance chart in *Table C-3*.

<i>Required minimum acceptable performance (male)</i>				
<i>Age</i>	<i>Pull-ups (repetitions)</i>	<i>Abdominal Crunches (repetitions)</i>	<i>3-Mile Run (minutes)</i>	<i>Passing Score</i>
17-26	3	50	28	135
27-39	3	45	29	110
40-45	3	45	30	88
46+	3	40	33	65
<i>Required minimum scores (male)</i>				
<i>Age</i>	<i>Unsatisfactory</i>	<i>3rd Class</i>	<i>2nd Class</i>	<i>1st Class</i>
17-26	0-134	135	175	225
27-39	0-109	110	150	200
40-45	0- 87	88	125	175
46+	0-64	65	100	150

Table C-1 Minimum Acceptable Performance (Male)

Physical fitness test for female. The test consists of three events: the flexed arm hang, abdominal crunches, and the 3-mile run. These events are designed to test the strength and stamina of the upper body (shoulder girdle), midsection, and lower body. Additionally, the run measures the efficiency of the cardiovascular system. To successfully pass the test, personnel must complete the minimum repetitions or time listed for each of the three events. Minimum acceptable performance standards are listed in *Table C-2*.

Required minimum acceptable performance (female)				
<i>Age</i>	<i>Flexed Arm Hang (seconds)</i>	<i>Abdominal Crunches (repetitions)</i>	<i>3-Mile Run (minutes)</i>	<i>Passing Score</i>
17-26	15	50	31	135
27-39	15	45	32	110
40-45	15	45	33	88
46+	15	40	36	65
Required minimum scores (female)				
<i>Age</i>	<i>Unsatisfactory</i>	<i>3rd Class</i>	<i>2nd Class</i>	<i>1st Class</i>
17-26	0-134	135	175	225
27-39	0-109	110	150	200
40-45	0- 87	88	125	175
46+	0-64	65	100	150
Table C-2 Minimum Acceptable Performance (Female)				

Performance of Events

Pull-ups (male). The bar is grasped with both palms facing either forward or to the rear and the arms are fully extended (dead hang). Feet must be free of the ground. The position of the hands may be changed during the exercise as long as the performer is not assisted or does not dismount from the bar. Pull your body up with the arms until your chin is over the bar, then lower yourself until the arms are fully extended again; this is one repetition. The movement must be fully extended again; this is one repetition. The movement must be fully completed to count. Repeat as many times as possible. The body will be kept from swinging by an assistant holding an extended arm in front of the knees of the Marine on the bar. Resting is allowed in the up or down position, but resting with the chin supported by the bar is not allowed.

Flexed Arm Hang (female). The individual stands on a support or, if necessary, is assisted by others to reach the starting position. Both palms must face in the same direction. The elbows are flexed so that the chin is over or level with the bar. Once the individual is set in the starting position, the support or assistance is removed and she attempts to maintain elbow flexion for as long as possible. The score is the length of time in seconds that some degree of flexion at the elbow is maintained. The chin may not rest on the bar during the exercise.

Abdominal Crunches. The time limit is two minutes for male and female Marines. In the correct starting position, the Marines are on their back (supine position) with their shoulder blades touching the deck, knees flexed and both feet flat on the deck. The arms are folded across and remain against the chest or rib cage with no gap between the forearms and the chest or rib cage when raising the upper body. One repetition consists of raising the upper body from the starting position until the elbows or forearms touch the thighs and then returning to the starting position with the shoulder blades touching the deck. No bouncing or arching of the lower back is authorized, and the buttocks will remain in constant contact with the deck throughout the exercise. An assistant may hold the feet or legs below the knees in whatever manner is most comfortable for the participant. Kneeling or sitting on the feet is permitted. Repeat as many times as possible during the time limit. Resting during the exercise is permitted in either the up or the down position.

Run. The object of this event is to complete the measured course as rapidly as possible. Walking is allowed. Both male and female Marines will run a 3-mile course.

Points System

Points	3-mile run (time)		Hang (sec.)	Pull-up	Abdominal Crunch (2 min.)
	Male	Female	Female	Male	Both
100	18:00	21:00	70	20	100
99	18:10	21:00			99
98	18:20	21:20	69		98
97	18:30	21:20			97
96	18:40	21:40	68		96
95	18:50	21:40		19	95
94	19:00	22:00			94
93	19:10	22:00			93
92	19:20	22:20	66		92
91	19:30	22:20			91
90	19:40	22:40	65	18	90
89	19:50	22:40			89
88	20:00	23:00	64		88
87	20:10	23:00			87
86	20:20	23:20	63		86
85	20:30	23:20		17	85
84	20:40	23:40	62		84
83	20:50	23:40			83
82	21:00	24:00	61		82
81	21:10	24:00			81
80	21:20	24:20	60	16	80
79	21:30	24:20			79
78	21:40	24:40	59		78
77	21:50	24:40			77
76	22:00	25:00	58		76
75	22:10	25:00		15	75
74	22:20	25:20	57		74
73	22:30	25:20			73
72	22:40	25:40	56		72
71	22:50	25:40			71
70	23:00	26:00	55	14	70
69	23:10	26:00			69
68	23:20	26:20	54		68
67	23:30	26:20			67
66	23:40	26:40	53		66
65	23:50	26:40		13	65
64	24:00	27:00	52		64
63	24:10	27:00			63
62	24:20	27:20	51		62
61	24:30	27:20			61
60	24:40	27:40	50	12	60
59	24:50	27:40			59
58	25:00	28:00	49		58
57	25:10	28:00			57
56	25:20	28:20	48		56
55	25:30	28:20		11	55
54	25:40	28:40	47		54
53	25:50	28:40			53
52	26:00	29:00	46		52
51	26:10	29:00			51
50	26:20	29:20	45	10	50
49	26:30	29:20			49
48	26:40	29:40	44		48
47	26:50	29:40			47
46	27:00	30:00	43		46

Table C-3 Points System

<i>Points</i>	<i>3-mile run (time)</i>		<i>Hang (sec.)</i>	<i>Pull-up</i>	<i>Abdominal Crunch (2 min.)</i>
	<i>Male</i>	<i>Female</i>	<i>Female</i>	<i>Male</i>	<i>Both</i>
45	27:10	30:00		9	45
44	27:20	30:20	42		44
43	27:30	30:20			43
42	27:40	30:40	41		42
41	27:50	30:40			41
40	28:00	31:00	40	8	40
39	28:10	31:00	39		39
38	28:20	31:20	38		38
37	28:30	31:20	37		37
36	28:40	31:40	36		36
35	28:50	31:40	35	7	35
34	29:00	32:00	34		34
33	29:10	32:00	33		33
32	29:20	32:20	32		32
31	29:30	32:20	31		31
30	29:40	32:40	30	6	30
29	29:50	32:40	29		29
28	30:00	33:00	28		28
27	30:10	33:00	27		27
26	30:20	33:20	26		26
25	30:30	33:20	25	5	25
24	30:40	33:40	24		24
23	30:50	33:40	23		23
22	31:00	34:00	22		22
21	31:10	34:00	21		21
20	31:20	34:20	20	4	20
19	31:30	34:20	19		19
18	31:40	34:40	18		18
17	31:50	34:40	17		17
16	32:00	35:00	16		16
15	32:10	35:00	15	3	15
14	32:20	35:20	14		14
13	32:30	35:20	13		13
12	32:40	35:40	12		12
11	32:50	35:40	11		11
10	33:00	36:00	10	2	10
9	33:10	36:10	9		9
8	33:20	36:20	8		8
7	33:30	36:30	7		7
6	33:40	36:40	6		6
5	33:50	36:50	5	1	5
4	34:00	37:00	4		4
3	34:30	37:10	3		3
2	35:00	37:20	2		2
1	36:00	37:30	1		1

Table C-3 Points System (Continued)5

Appendix E Combat Water Survival/Qualification Standards and Test Procedures

The following qualification standards and test procedures are applicable to Marine Corps combat water survival training. All testing procedures will be accomplished while wearing full combat gear unless otherwise stated. Full combat gear will consist of boots, utilities, helmet, flack jacket, H-harness, cartridge belt, two magazine pouches, two full canteens with covers, rubber rifle, and a standard 40-pound pack, with frame, which has been properly waterproofed. Gas mask, first-aid kit, magazines, sopor mats, and sleeping bags will not be used during testing or training.

Combat Water Survival, Third Class (CWS3)

To qualify Marines as CWS3 involves teaching and testing. Emphasis is on personal survival under combat situations and while on maneuvers. Teaching occurs throughout instruction/evaluation.

- Enter shallow water (minimum 1 m) with weapon and wearing full combat gear.
- Walk 20 meters in shallow water (minimum 1 m waist deep) with weapon at port arms and wearing full combat gear.
- Walk 40 meters in chest deep water wearing full gear and weapon (weapon slung around neck) using a modified breaststroke arm movement and modified combat stroke leg movement (bicycle stroke).
- Travel for 40 meters in deep water (over the head) with full gear and weapon.
- Enter water from height of 5 feet using the modified abandon ship technique, into deep water with full gear and weapon (weapon inverted at sling arms), travel 10 meters, remove pack, and travel 15 meters with pack and weapon.
- Jump from minimum height of 8 feet (maximum of 15 feet) using the abandon ship technique wearing utilities and boots only and travel 25 meters using either a beginner swimming stroke (on front or back) or demonstrating a basic knowledge of any survival stroke or combination thereof. This info is available in the USMC PT Guide.

Combat Water Survival, Second Class (CWS2)

Develop skill level to be able to assist a wounded Marine to safety as in a river crossing. Must have completed CWS3.

- Uniform will be full combat gear and contents of pack will be waterproofed.
- With full combat gear minus pack, swim 50 meters in deep water, with weapon slung across back (muzzle down).
- Wearing full combat gear, perform 25 meter collar-tow on passive "victim" similarly dressed, simultaneously towing two packs and two weapons (secured to packs). Packs may be used for floatation devices for "victim".

Combat Water Survival, First Class (CWS1)

Demonstrate ability to rescue yourself, assist a victim/distressed swimmer to safety, and survive under adverse situations. Must have completed CWS2. Steps will be executed in sequence wearing only the utility uniform. Uniform will be utilities only (no boots).

- Survival strokes: Properly demonstrate the following:
 - 25 meters breaststroke
 - 25 meters sidestroke
 - 25 meters elementary backstroke
- Rescues: Dry land drill, water demonstration, and student practice time of all three rescues. Students must properly demonstrate each rescue for qualification, utilizing ease-in entry technique with victim 5 meters away. Victims are passive during carry or tow.
- Front head hold escape, front surface approach, wrist tow for 25 meters.
- Rear head hold escape, rear approach, double armpit tow, cross-chest carry for 25 meters.
- Double wrist grip escape, swimming assist to the front.
- Swim 250 meters using one or a combination of survival strokes.

Water Survival Qualified (WSQ)

Successful completion of CWS1 and the following procedures are prerequisites for WSQ.

- Splash Recover Technique. Swim underwater 10 meters, on the surface 40 meters in simulated burning oil spill situation. Uniform will be utilities and boots.
 - Abandon ship technique; enter water from a height greater than 8 ft but less than 15 ft.
 - Without surfacing, swim 10 meters.
 - Using splash technique, go to surface.
 - Remain on surface, use modified breaststroke splashing technique, and swim 40 meters.
- Enter water full combat gear from a minimum height of 8 ft (max 15 ft), using abandon ship technique (weapon inverted at sling arms).
- Remove pack, assume a reconnaissance position utilizing the pack, traverse 25 meters simulating sighting in and engaging enemy on either flank.
- Tread water or survival float in deep water with utilities and boots for 30 minutes without artificial floatation. Boots will be removed after 5 min. and retained. Five min. prior to completion of the 30 min float, and without exiting from the water, replace the boots and swim 500 meters using one or a combination of survival strokes.
- Trouser inflation/back float for 1 min.

Flight Status Personnel

Personnel assigned/pending assignment to flight status are required to qualify at a minimum of CWS1 (first class). This is a one-time requirement, and is the prerequisite for follow-on swim training. Normal water survival training will continue thereafter.



Appendix F Disclosure Review Format

Classified Materials And Information Used In Courses Attended By International Students At

(insert name of School/Course)

POC:
NAME: _____
PHONE: _____

Course Number: Title: Overall Classification:

PUBLICATIONS

Short Title:	Long Title:	Access Required by Students	Chapter	Page	Para	Class
		YES NO				

TRAINING AIDS

Identification	Short Title	Long Title	Classification
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EQUIPMENT

Identification	Short Title	Components	Classification
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OTHER CLASSIFIED MATERIALS

Identification	Source Material	Components	Classification
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Appendix G Distance Education International Enrollment Form

**Marine Corps University
College of Continuing Education
Distance Education Program
International Enrollment Form**

Course:		
Country:	Case:	SSN: 999-04-WCN
NAME: (Last)	(First)	(Middle Initial)
Rank:	U.S. Equivalent	
Mailing Address (SAO Address):		
Enrollment Date	Shipment Date	Date Received
Est Completion Date		
Actual Completion Date		

Please fill this form out and attach to e-mail back to the Program Manager. A WCN will be assigned will become a part of the SSN indicated in the form above. The student will then be enrolled in the Distance Education Program and a box of course material will be mailed to the address indicated in the form above. The SAO will be notified when the course material is mailed. The student will have two years to complete the course.

Appendix H Format for OJT/Observer Training Request

Fiscal Year _____ Country _____

Service _____ WCN _____

Source of Funding (FMS/IMET) _____

1. Individual IMS information (name in full, grade, military occupational specialty, equivalent U.S. grade):

2. Previous training/schools: _____
It is extremely helpful to the providing Command to know the training that the IMS will have received prior to commencing the requested training. While the current training pipeline is easy to ascertain SAO assistance is requested in documenting related training (including Marine Corps training) previously completed.

3. Previous billets: _____

4. Billet to be filled upon completion of training: _____
It is often helpful to the Command providing training to know what position the IMS is expected to fill upon the completion of U.S. training. If this information is known, please provide.

5. Length of training estimated to meet objectives: _____
Duration of training depends on several factors, will normally be at the discretion of the providing Command, and takes into account local workloads and availability of instructional personnel. The providing Command is usually in the best position to decide what length of time is required to fulfill the objectives listed. A recommendation may be provided, however.

6. Specific training objectives:

a. Skills to be developed: _____
Specify the skills the IMS is expected to acquire through this training; be as detailed as possible.

b. Knowledge to be acquired: _____
This item is directly related to the skills to be developed.

c. Specific items of equipment on which training emphasis is desired (if appropriate; required for OJT):

7. Approximate convening date: _____
If training is not constrained by a training schedule involving formal courses, the approximate convening date is that desired by the country. Actual convening date will be determined by the Marine Corps based on the availability of the training at the providing Command.

8. Date by which training is to be completed: _____
Required if the country's requirements dictate that the IMS be available in country (or for other, non-Marine Corps training) on a certain date.

9. Amplifying information as appropriate:

This information should be as complete as possible and should include any additional information needed by the providing Command.

Appendix I Format For MTT Request

Fiscal Year _____ Country _____
Service _____ WCN _____
Source of Funding (FMS/IMET) _____

1. MTT identification. *Identify type of team requested.*
2. Team composition.

Provide initial SAO assessment of team composition by quantity, grade, military occupational specialty, and prospective job title on the team. Indicate any specialized language or other skill requirements required of team members. Team composition is normally not finalized until after the pre-deployment survey; however, the initial SAO assessment provides Service planners with information that assists in determining team supportability.

3. Security clearance.

Indicate if security clearances will be required for team personnel deploying on the mission. Also, indicate if the country request is for classified training. If the country request is for classified training, a disclosure and releasability determination will be required before the mission can be accepted.

4. Duration.

Provide initial SAO assessment of the duration of the mission, in weeks. Actual mission duration is normally not finalized until after the pre-deployment survey.

5. Team restrictions.

Outline any country or Country Team limitations or exclusions on the type of personnel, uniforms, equipment, or methods of instruction associated with the requested team deployment; justify as required.

6. Mission.

Provide a detailed mission statement for the requested team. Outline the scope of instruction the team is to conduct. List the training objectives for this instruction. This is the most important element of the request.

7. Training goal.

Include a statement on the results the team effort is expected to achieve. Provide justification for the team in terms of its effect on the Country Teams security assistance objective in the country. Indicate how this team supports the Combatant Commander's regional objectives in the country. Do not restate the team mission.

8. Personnel to be trained.

Provide SAO/country estimate on the number of personnel to be trained. Indicate approximate number of trainees, by officer, enlisted, and civilian. Estimate their technical qualifications, if known, and advise on their language capabilities.

9. Summary of host country capabilities.

Give a brief assessment of host country's current capability in the area to be trained.

- a. Equipment on which training is to be conducted.

List equipment on which training is to be conducted and availability. The equipment list should be detailed enough for Marine Corps technicians and trainers to identify it by make, model, or type. If the equipment is the commercial version of a military system, indicate the comparable military system.

- b. Availability of tools and ancillary equipment.

Provide SAO estimate of tools and equipment required for the mission and indicate their availability in country.

- c. Availability of training aids.

Provide SAO estimate of specialized training aids (e.g., simulators) required for the mission and then indicate their availability in country.

- d. Language of instruction/interpreter support.

Advise on the desired language of instruction. If the language of instruction is other than English, advise on the availability of local interpreter support, even if linguists have been requested as members of the team.

10. Training environment.

- a. Indicate the location(s) where training is to be conducted.

Provide an assessment of the threat level for the country in general (indicate THREATCON) and at the specific training location(s). If the training location(s) is other than a military installation, indicate any restrictions (country or Country Team) associated with its use. If there is more than one training location, indicate the distance between locations, time required for travel, and modes of anticipated transportation between locations.

- b. Description of desired training site(s).

Describe training location(s) to include support facilities (e.g., classrooms, ranges, maintenance areas, medical facilities, and training areas).

- c. Quarters and messing.

Indicate the type and location of quarters and messing available for the team. Advise whether or not the host country will provide quarters and/or messing; specify appropriate per diem rate based on quarters or messing availability and indicate approximate cost. If quarters and messing are not located at the training site(s), describe their location(s). Provide an assessment of the threat level, if any, and advise on the distance between their location(s) and the training site(s).

- d. Availability of in-country transportation.

Indicate availability. If in-country transportation is to be provided specify anticipated cost, if any. If rental vehicle(s) will be required, identify recommended source (and approximate cost).

- e. Uniform and clothing requirements for team personnel.

Describe requirements for both on and off duty to include civilian clothing. Specify any special clothing or equipment required. Indicate any cultural restrictions. Also indicate any restrictions on the wear of military uniforms, if any.

11. Proposed training schedule.

Provide desired in-country arrival date. Indicate appropriate date(s) for pre-deployment survey. Provide an alternate training start date if available. Specify required completion date, if any, necessary to meet country commitments.

12. Confirmation of country team approval.

Indicate country team approval of team deployment. If team is a counterdrug team, refer to the appropriate RDO.

13. Additional information.

Include any important data requiring more emphasis or containing information useful to team. Advise on any country specific conditions or events (e.g., national or religious holidays) that might impact on training.

14. SAO point of contact.

Indicate name, grade, commercial telephone number (to include fax number, if available), message address, and mailing address for the SAO.

Appendix J Format for ETSS/TAFT Request

Fiscal Year _____ Country _____
Service _____ WCN _____
Source of Funding (FMS/IMET) _____

1. ETSS/TAFT identification.

Identify type of team requested. If follow-on, show relation to incumbent(s). Provide initial SAO assessment of team composition by quantity, grade, military occupational specialty, and prospective job title on the team.

2. Job description.

Provide a detailed description of the required duties for each team member. Indicate language requirements.

3. Security clearance.

Indicate the type of security clearance required for the mission.

4. Tour of duty/duration.

Indicate the duration of the mission, in months. Indicate if tour of duty is accompanied or unaccompanied.

5. Team restrictions.

Outline any country or Country Team limitations or exclusions on the type of personnel, uniforms, equipment, or methods of instruction associated with the requested team deployment; justify as required.

6. Mission.

Provide a detailed mission statement for the requested team. List the objectives for this team. This is the most important element of the request.

7. Training goal.

Include a statement on the results the team effort is expected to achieve. Provide justification for the team in terms of its effect on the Country Teams security assistance objectives in the country. Indicate how this team supports the Combatant Commander's regional security cooperation program. Do not restate the team mission.

8. Personnel to be trained.

Provide SAO/country estimate on the number of personnel to be trained. Indicate approximate number of trainees, by officer, enlisted, and civilian. Estimate their technical qualifications, if known, and advise on their language capabilities. If team is to support a host country military unit, describe the size, composition, mission, and organizational relationship of the unit.

9. Summary of host country capabilities.

Give a brief assessment of host country's current capability in the area to be trained.

a. Equipment on which training is to be conducted.

List equipment on which training is to be conducted and availability. The equipment list should be detailed enough for Marine Corps technicians and trainers to identify it by make, model, or type. If the equipment is the commercial version of a military system, indicate the comparable military system.

b. Availability of tools and ancillary equipment.

Provide SAO estimate of tools and equipment required for the mission and indicate their availability in country.

c. Availability of training aids.

Provide SAO estimate of specialized training aids (e.g., simulators) required for the mission and indicate their availability in country.

d. Language of instruction/interpreter support.

Advise on the desired language of instruction. If the language of instruction is other than English, advise on the availability of local interpreter support, even if linguists have been requested as members of the team.

e. Host country support.

Indicate the number of U.S. trained indigenous personnel available to assist the ETSS.

10. Training environment.

a. Indicate the location(s) where training is to be conducted. .

Provide an assessment of the threat level for the country in general (indicate THREATCON) and at the specific training location(s). If the training location(s) is other than a military installation, indicate any restrictions (country or Country Team) associated with its use. If there is more than one training location, indicate the distance between locations, time required for travel, and modes of anticipated transportation between locations.

b. Description of desired training site(s).

Describe training location(s) to include support facilities (e.g., classrooms, ranges, maintenance areas, medical facilities, and training areas).

c. Quarters and messing.

Indicate the type and location of quarters and messing available for the team. Advise whether or not the host country will provide quarters and/or messing; specify appropriate per diem rate based on quarters or messing availability and indicate approximate cost. If quarters and messing are not located at the training site(s), describe their location(s). Provide an assessment of the threat level, if any, and advise on the distance between their location(s) and the training site(s).

d. Availability of in-country transportation.

Indicate availability. If in-country transportation is to be provided specify anticipated cost, if any. If rental vehicle(s) will be required, identify recommended source (and approximate cost).

e. Uniform and clothing requirements for team personnel.

Describe requirements for both on and off duty to include civilian clothing. Specify any special clothing or equipment required. Indicate any cultural restrictions. Also indicate any restrictions on the wear of military uniforms, if any.

f. Household goods.

Provide instructions on required household goods shipments and/or availability of "soft packs" for furnishing team quarters.

g. Quality of life.

Advise on availability of quality of life items.

11. Desired in country arrival date.

Provide desired in country arrival date. Indicate appropriate date(s) for pre-deployment survey or orientation, as required. If team is a replacement team, provide rotation schedule for incumbents.

12. Confirmation of country team approval.

Indicate country team approval of team deployment. Indicate requirements for initiation of team personnel approval under the provisions of National Security Decision Directive Number 38 (NSDD-38), Staffing at Diplomatic Missions and Their Constituent Posts.

13. Additional information.

Include any important data requiring more emphasis or containing information useful to team. Advise on any country specific conditions or events (e.g., national or religious holidays) that might impact on training. Include any important data requiring more emphasis or containing information useful to team. Specifically, include the following: (1) unusual physical demands; (2) unusual climate conditions; (3) if accompanied tour of duty, indicate if dependents are authorized and if concurrent travel is authorized; (4) support facilities; (5) statement on the transportation of personal weapons, if applicable/authorized. Also include any country specific cost factors that must be considered in developing team budget, specifically, anticipated International Cooperative Administrative Support Services (ICASS) costs. Address availability of medical care in country and required medical evacuation procedures.

14. SAO point of contact.

Indicate name, grade, commercial telephone number (to include fax number, if available), message address, and mailing address for the SAO.

Appendix K IMSO Checklist

- Receive Twelve Month Projection Report via e-mail from NETSAFA
 - Check dates for confirmed training
 - Check appropriateness of training
 - Share with instructors
 - Are there prerequisites?
 - Are the dates valid?
 - Has course duration changed?
 - Is pipeline valid?
 - Is training classified? Has country received disclosure approval?
- Send welcome aboard package to SAO
- Call BOQ/BEQ at first opportunity once training is confirmed
- Consider transportation arrangements
- Determine who will be TCO for English Language Testing
- Expect ITO anytime within 1 month prior to class start
 - If you don't receive it, contact SCETC
 - Read ITO carefully regarding travel, living allowances, dependents, etc.
- Expect arrival information 30 days prior (for accompanied IMS) or 15 days prior (for unaccompanied IMS) to class start (via message, e-mail, or IMSO SAN Web)
 - If you don't receive it, contact SCETC
 - Arrange for someone to meet IMS at airport (preferably of equal rank)
- Prepare training record
- Pick up IMS at airport
- Day after arrival –
 - Give arrival brief to IMS
 - Discuss ITO with IMS
 - Issue ID cards (IMS and dependents)
 - If ITO says IMET Program or FMS case pays living allowance, take student to Disbursing to collect money (usually, no more than two weeks at a time)
 - Have TCO administer English Language Test if applicable
 - Check passport/visa and ask if student has an airline ticket. Consider holding for safekeeping
- During the student's stay at school
 - Prepare commencement report (IMSO SAN Web)
 - Prepare order modifications (if/when necessary)
 - Be aware of IMS problems and what to do (call SCETC)
 - Disciplinary problems (cannot discipline, can only recommend disenrollment)
 - Academic problems
 - Civilian fines
 - Language deficiencies
 - IMS personal problems
 - Dependent problems
 - Medical problems
- Determine travel arrangements prior to departure. Recheck ITO. POV authorized?
 - Notify follow-on training activity 14 days prior to departure
 - If gap in training dates, gaining activity determines arrival date
 - Discuss itinerary with IMS
- Preparing for IMS Departure:
 - Obtain/prepare graduation certificates or Letters of Attendance
 - Prepare student to check-out of BOQ/BEQ (BEQ bills to be sent to NETSAFA N-31 for IMS who receive living allowances)
 - Give departure brief to IMS
 - Take IMS to airport
- Prepare completion and academic reports within three days after departure (IMSO SAN Web)

- Within five days, mail training record/medical record to follow-on training site or if last training installation, mail to SAO
- Mail Retainable Instructional Material (RIM) to SAO (don't mail with training/medical record). Make sure the WCN and case designator is on the outside of the package.

Appendix L IMS Arrival/Departure Reports

Subject: IMS Arrival and Commencement for PI/P/04IMET/2410A IMS Arrival and Enrollment for ITO# P12410
FROM: CG EDCOM QUANTICO VA//C40 IO//
MARINE CORPS UNIVERSITY
2076 SOUTH ST RM 008
QUANTICO , 22134

1. ARRIVAL/COMMENCEMENT REPORT

STATUS: ARRIVED/REPORTED AS SCHEDULED / ENROLLED AS SCHEDULED
REMARKS: LIV ALLOW \$73.00 PER DAY. DLI GRADUATE.

COUNTRY: PHILIPPINES

NAME: MARINA, JOSE

ITO: P12410
WCN: 2410A
PAY: O-3
RANK: Capt
TYPE: O
FIN: 900000009
CASE ID: IMET 04

STUDENT PHOTO: not on file

3. COURSE INFORMATION

COURSE ID: M02LC52
MASL: P139400
TITLE: COMMUNICATION INFO SYS OFR
SECURITY: U

IMSO VERIFIED REPORT DATE: 1/5/2004
IMSO VERIFIED START DATE: 1/12/2004
IMSO VERIFIED END DATE: 5/28/2004

3a. LODGING INFORMATION

LODGING AT: BOQ at the RATE OF: \$26.00 PER DAY

4. IMS IS UNACCOMPANIED

Subject: IMS Departure and Completion Report for ITO# P11115 and CC/IA/CASE/WCN EN/P/02IMET/1115A

FROM: CG EDCOM QUANTICO VA//C40 IO//
MARINE CORPS UNIVERSITY

**2076 SOUTH ST RM 008
QUANTICO , 22134**

1. DEPARTURE/COMPLETION REPORT

STATUS: **COMPLETED AS SCHEDULED**

REMARKS: **LIV ALLOW \$73.00 PER DAY.**

2. STUDENT INFORMATION

COUNTRY: **PHILIPPINES**

NAME: **MARINA, JOSE**

ITO: **P12410**

WCN: **2410A**

PAY: **O-3**

RANK: **Capt**

TYPE: **O**

FIN: **900000009**

CASE ID: **IMET 04**

ARRIVAL REMARKS:

STUDENT PHOTO: **not on file**

3. COURSE INFORMATION

COURSE ID: **M02LC52**

MASL: **P139400**

TITLE: **COMMUNICATION INFO SYS OFR**

SECURITY: **U**

IMSO VERIFIED REPORT DATE: **1/5/2004**

IMSO VERIFIED START DATE: **1/12/2004**

IMSO VERIFIED END DATE: **5/28/2004**

4. IMS IS UNACCOMPANIED

Appendix M International Student Academic Report

INTERNATIONAL STUDENT ACADEMIC REPORT <i>(For International Military Students attending CONUS schools.)</i> <i>(See AR 12-15, AFJI 16-105, and SECNAVINST 4950.4 for forms completion instructions.)</i>																			
1. FORWARDING ADDRESS <i>(Subsequent training, if applicable, or country SAO)</i>			2. FROM <i>(Training installation preparing form)</i>																
3. STUDENT NAME <i>(Last, First, Middle Initial)</i>		4. GRADE/RANK	5. COUNTRY		6. FMS CASE OR IMET FY AND WCN														
7. COURSE TITLE		8. COURSE ID NO.	9. COURSE MASL	10. DURATION OF COURSE <div style="display: flex; justify-content: space-between;"> a. FROM (YYMMDD) b. TO (YYMMDD) </div>															
11. DID STUDENT COMPLETE COURSE? <i>(X one)</i> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(Explain in Item 15)</i> </div>		12. STUDENT WAS AWARDED: <i>(X one)</i> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> a. DIPLOMA/CERTIFICATE OF COMPLETION <input type="checkbox"/> b. CERTIFICATE OF ATTENDANCE <input type="checkbox"/> c. OTHER <i>(Explain in Item 15)</i> </div>		13. ENGLISH COMPREHENSION LEVEL <i>(Enter test score)</i> <div style="display: flex; justify-content: space-between;"> a. IN-COUNTRY TEST b. CONUSTEST </div>															
14. STUDENT'S ACADEMIC EVALUATION																			
a. RATINGS SCALE <i>(Enter in Items 14.b. and 14.c.)</i> <div style="display: flex; flex-direction: column; gap: 5px;"> <div>1 EXCEPTIONAL</div> <div>2 EXCELLENT</div> <div>3 VERY SATISFACTORY</div> <div>4 SATISFACTORY</div> <div>5 UNSATISFACTORY <i>(Explain in Item 15)</i></div> <div>6 NOT OBSERVED <i>(Explain in Item 15)</i></div> </div>		b. LANGUAGE PROFICIENCY <div style="display: flex; flex-direction: column; gap: 5px;"> <div>(1) COMPREHENSION</div> <div>(2) SPEAKING</div> <div>(3) READING</div> <div>(4) WRITING</div> </div>		c. PERFORMANCE IN CLASS <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">ITEM</th> <th style="width: 20%;">RATING</th> </tr> </thead> <tbody> <tr> <td>(1) ATTITUDE AND MOTIVATION</td> <td></td> </tr> <tr> <td>(2) ATTENDANCE AND PUNCTUALITY</td> <td></td> </tr> <tr> <td>(3) ABILITY TO GRASP INSTRUCTION</td> <td></td> </tr> <tr> <td>(4) PERFORMANCE IN PRACTICAL EXERCISES</td> <td></td> </tr> <tr> <td>(5) PARTICIPATION IN CLASS ACTIVITIES</td> <td></td> </tr> <tr> <td>(6) POTENTIAL AS INSTRUCTOR <i>(If applicable)</i></td> <td></td> </tr> </tbody> </table>		ITEM	RATING	(1) ATTITUDE AND MOTIVATION		(2) ATTENDANCE AND PUNCTUALITY		(3) ABILITY TO GRASP INSTRUCTION		(4) PERFORMANCE IN PRACTICAL EXERCISES		(5) PARTICIPATION IN CLASS ACTIVITIES		(6) POTENTIAL AS INSTRUCTOR <i>(If applicable)</i>	
ITEM	RATING																		
(1) ATTITUDE AND MOTIVATION																			
(2) ATTENDANCE AND PUNCTUALITY																			
(3) ABILITY TO GRASP INSTRUCTION																			
(4) PERFORMANCE IN PRACTICAL EXERCISES																			
(5) PARTICIPATION IN CLASS ACTIVITIES																			
(6) POTENTIAL AS INSTRUCTOR <i>(If applicable)</i>																			
15. REMARKS ON ACADEMIC PERFORMANCE, AWARDS, AND OTHER INFORMATION <i>(Use back if more space is required)</i>																			
16. REMARKS ON STUDENT'S PARTICIPATION IN EXTRACURRICULAR AND COMMUNITY AFFAIRS <i>(On and off training installation)</i> <i>(Use back if more space is required)</i>																			
17. EVALUATOR																			
a. NAME <i>(Last, First, Middle Initial)</i>		b. GRADE		c. SIGNATURE															
18. INTERNATIONAL MILITARY STUDENT OFFICER																			
a. NAME <i>(Last, First, Middle Initial)</i>		b. GRADE		c. SIGNATURE															

15. REMARKS ON ACADEMIC PERFORMANCE, AWARDS, AND OTHER INFORMATION *(Continued)*

16. REMARKS ON STUDENT'S PARTICIPATION IN EXTRACURRICULAR AND COMMUNITY AFFAIRS *(On and off training installation)*
(Continued)

LEGEND *(Explanation of Acronyms)*

CONUS - Continental United States

FMS - Foreign Military Sales

ID NO. - Identification Number

IMET - International Military Education and Training

MASL - Military Articles and Services List

SAO - Security Assistance Organization

WCN - Worksheet Control Number

DD FORM 2496 (BACK), FEB 96

Appendix N Invitational Travel Orders (ITO) Endorsements

Modification

4950
C 40/IO
5 Jan 04

PHILIPPINES
Country

IMET/04
MAP/CASE NUMBER

PI04002410
WCN

FOURTH ENDORSEMENT on ITO No. PI04P12410 dtd 1 Dec 03

From: Commanding General, Education Command
To: Captain Jose Marina FIN: 900000009

Subj: MODIFICATION OF ITO

Ref: (a) JUSMAG Philippines email dtd 2 Jan 04

1. In accordance with the reference, training line 16.A. of your basic ITO is modified to read as follows:

<u>LN</u>	<u>MASL</u>	<u>TITLE</u>	<u>START DATE</u> / <u>END DATE</u>
A	P139400	COMM INFO SYS OFR Quantico, VA	1/12/2004 5/28/2004

A. B. CEE
By direction

Detachment

4950
C 40/IO
6 Jun 04

BRAZIL
Country

IMET/03
MAP/CASE NUMBER

BR03001012
WCN

THIRD ENDORSEMENT on ITO No. BR03P11012 dtd 7 May 04

From: Commanding General, Education Command
To: Lieutenant Commander C. E. CHEEZE, FIN: 901138355

Subj: DETACHMENT FROM TRAINING

1. Effective 7 June 2004, you are detached from your training at Marine Corps University, Education Command, Quantico, VA.
2. You are further directed to report to the Warfighting Lab/Wargaming Center for observer training from 26 June to 10 Jul 2003.
3. After this period of observer training, your training will be completed and travel to your homeland is the responsibility of your government.

I. B. SURE
By direction

Cancellation

4950
C 40/IO
24 May 04

UGANDA
Country

IMET/03
MAP/CASE NUMBER

UG03001016
WCN

SECOND ENDORSEMENT on ITO No. UG03P11016 dtd 27 Mar 04

From: Commanding General, Education Command
To: Second Lieutenant Joseph YODAMAN, FIN 900995594

Subj: MODIFICATION OF ITO

Ref: (a) SCETC e-mail dtd 1 Feb 04

1. In accordance with reference, training line 16.B is hereby cancelled. The start date for MCMWTC in Bridgeport, CA is not compatible with the completion date of The Basic Officer Course.

I. M. HIZMOM
By direction

Appendix O Health Care Desktop Quick Reference

NATO SOFA

Belgium
Canada
Czech Republic
Denmark
France
Germany
Greece
Hungary
Iceland
Italy
Luxembourg
Netherlands
Norway
Poland
Portugal
Spain
Turkey
United Kingdom

PFP COUNTRIES

Albania*
Armenia
Austria*
Azerbaijan*
Belarus
Bulgaria*
Croatia*
Estonia*
FYROM*
Finland*
Georgia*
Kazakhstan*
Kyrgyzstan
Latvia*
Lithuania*
Moldova*
Romania*
Russia
Slovak Republic*
Slovenia*
Sweden*
Switzerland
Tajikistan
Turkmenistan
Ukraine*
Uzbekistan*

*Denotes PFP country in which the SOFA has entered into force. All other PFP Countries fall in the other category.

RECIPROCAL HEALTH CARE AGREEMENTS

Argentina
Bolivia
Canada
Colombia
Ecuador
El Salvador
Germany
Guatemala
Mexico
Romania
Tunisia
Ukraine
United Kingdom
Uruguay
Venezuela

Agreements/expiration dates may be obtained from
<http://www.tricare.osd.mil/ recip/>

NATO/PFP SOFA – For PFP eligibility begins 30 days after SOFA goes into force in the country

- Free outpatient Care
- Reimbursable inpatient care
- Family members – TRICARE Standard outpatient only

RECIPROCAL HEALTH CARE AGREEMENTS

- Free outpatient care
- Free inpatient care
- All DoD medical and dental facilities
- No TRICARE Standard

OTHER -All other foreign military and their families assigned to the United States under DoD invitation

- All DoD medical and dental care is reimbursable
- No TRICARE Standard

SCETC DESKTOP GUIDE

[illegible]

[illegible]

Appendix Q Abbreviations and Terms

Abbreviations

A

ADE	Automated Data Equipment
ADP	Automatic Data Processing
AECA	Arms Export Control Act
AFO	Accounting and finance officer
ALC	American Language Course
ALCPT	American Language Course Placement Test
ASD (ISA)	Assistant Secretary of Defense (International Security Affairs)
AWOL	Absent Without Leave
AWS	Amphibious Warfare School

B

BUMED	Bureau of Medicine and Surgery
BY	Budget Year

C

CDP	Course Data Processing Code
CENTCOM	United States Central Command
CG	Commanding General
CHAMPUS	Civilian Health and Medical Program of the Uniformed Services
CIN	Course Identification Number
CLO	Country Liaison Officer
CMC	Commandant of the Marine Corps
CONUS	Continental United States
CPD	Congressional Presentation Document

D

DFAS	Defense Finance and Accounting Service
DELP	Defense English Language Program
DISAM	Defense Institute of Security Assistance Management
DLI	Defense Language Institute
DLIELC	Defense Language Institute, English Language Center
DoD	Department of Defense
DoD IP	Department of Defense Informational Program
DON	Department of the Navy
DSCA	Defense Security Cooperation Agency

E

ECL	English Comprehension Level
E-IMET	Expanded International Military Education and Training
ELT	English Language Training
ELTP	English Language Training Program
EOC	End of Course
EOY	End of Year
ETA	Estimated Time of Arrival
EUCOM	United States European Command
EWS	Expeditionary Warfare School
EXA	Execution Agency

F

FAA	Foreign Assistance Act
FDO	Foreign Disclosure Office
FIN	Foreign Identification Number
FMF	Fleet Marine Force; Foreign Military Financing
FMS	Foreign Military Sales
FMST	Foreign Military Sales Training
FOT	Follow-On-Training
FY	Fiscal Year

G

GTR	Government Transportation Request
-----	-----------------------------------

H

HQMC	Headquarters, U.S. Marine Corps
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I

ID	Identification
IMET	International Military Education and Training
IMETP	International Military Education and Training Program
IMS	International Military Student(s)
IMSO	International Military Student Officer/Office
INS	Immigration and Naturalization Service
INST	Instruction
IP	Informational Program
ITO	Invitational Travel Order

J

JTR	Joint Travel Regulations
-----	--------------------------

L

LOA	Letter of Offer and Acceptance
LOR	Letter of Request

M

MAAG	Military Assistance Advisory Group
MASL	Military Articles and Services List
MCC&SC	Marine Corps Command and Staff College
MCCDC	Marine Corps Combat Development Command
MET	Mobile Education Team
MILDEP	Military Department
MTT	Mobile Training Team

N

NATO	North Atlantic Treaty Organization
Navy IPO	Navy International Programs Office
NCO	Noncommissioned Officer
NDP	National Disclosure Policy
NETSAFA	Naval Education and Training Security Assistance Field Activity
NORTHCOM	United States Northern Command

O

OA	Obligation Authority
OASD	Office of the Assistant Secretary of Defense

OBS	Observer Training
OCONUS	Outside Continental United States
ODC	Office of Defense Cooperation
OJT	On-the-Job Training
OPI	Oral Proficiency Interview (English Language)
OT	Orientation Tour
P	
PA	Public Affairs
PACOM	United States Pacific Command
P&A	Price and Availability
PFP	Partnership for Peace
PME	Professional Military Education
POC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POI	Program of Instruction
POV	Privately Owned Vehicle
R	
RIM	Retainable Instructional Material
S	
SA	Security Assistance; Specialized English Training Advised
SAMM	Security Assistance Management Manual
SAO	Security Assistance Organization/Officer
SAT	Security Assistance Team
SCETC	Security Cooperation Education and Training Center
SCN	Student Control Number
SECDEF	Secretary of Defense
SECNAV	Secretary of Navy
SET	Specialized English Training
SJA	Staff Judge Advocate
SO	Specialized English Training Required, Oral Proficiency Interview Required
SOUTHCOM	United States Southern Command
SOFA	Status of Forces Agreement
SR	Specialized English Training Required
SSN	Social Security Number
STATIS	Student Training Analysis and Tracking Information System
SYSCOM	Systems Command
T	
TAFT	Technical Assistance Field Team
TAD	Temporary Additional Duty
TAT	Technical Assistance Team
TCO	Test Control Officer
TDY	Temporary Duty
TLA	Travel and Living Allowance
TPA	Total Package Approach
U	
U.S.	United States
U.S.C.	United States Code
USG	United States Government
USIPC	Uniformed Services Identification and Privileges Card
USMC	U.S. Marine Corps

USN

U.S. Navy

W

WCN

Worksheet Control Number

WHO

World Health Organization



Terms

Acceptance Date - The date that appears on the acceptance portion of DD Form 1513 or amendment thereto indicating the calendar date on which a foreign purchaser accepts the terms and conditions in the FMS offer.

Accepted Case - An FMS Letter of Offer and Acceptance for training requirements that has been signed by the designated representative of the purchaser before the expiration date and has been received by SAAC with any required initial deposit.

Arms Transfers - A transfer of defense articles and services such as arms, ammunition, and implements of war, including components thereof, and the related training, manufacturing licenses, technical assistance, and technical data. Transfers are provided by the USG under the FAA, AECA, or other statutory authority or directly by commercial firms to foreign countries, foreign private firms, or international organizations.

Availability - Capability to perform a service within the time frame requested using existing manpower authorizations and skilled personnel without having a significant adverse effect on the combat readiness of the military departments.

Blanket Order FMS Case - An open-ended case with undefined requirements, in a dollar amount that specifies articles, services, or training. Normally, these cases are written for a period of 1 or 2 fiscal years.

Budget Year - That fiscal year arrived at by adding one to the current fiscal year; the subject of new budget estimates.

Cancelled Case - An FMS case that was not accepted or funded within the prescribed time limitations or was canceled by the requesting country or by the USG.

Case - A contractual sales agreement between the USG and an eligible foreign country or international organization.

Case Administering Office - The major claimant assigned sole responsibility for FMS case implementation and management.

Case Identifier - A unique identifier consisting of six digits and assigned by the implementing agency to each FMS case. The case identifier is assigned to each FMS request and identifies the case through all subsequent transactions. It is made up of the two-letter country code, cognizant MILDEP one-letter designator, and a three-letter case designator.

Cash in Advance or Cash With Acceptance - U.S. dollar currency, check, or other negotiable instrument required for the acceptance of an FMS case.

Closed Case - An FMS case in which all material has been delivered and all services or training have been performed; all financial transactions, including all collections, have been completed; and the purchaser has made final payment.

Collections - Receipt in U.S. dollar currencies, checks, or other negotiable instruments from the purchasing foreign country to pay for defense articles, services, or training based on accepted FMS cases.

Combatant Ship – Major Aircraft carriers, battleships, cruisers, submarines, destroyers, and frigates.

Commitment - Any communication between a responsible U.S. official and an authorized foreign government representative (including officials of any international organization or supranational authority) that reasonably could be interpreted as a promise that the USG will provide them with funds, goods, services, training, or information.

Completed Case - An FMS case for which all delivery and collections have been completed but for which a final statement (DD Form 645) has not been furnished to the purchaser.

Congressional Budget Document - The document presented annually to Congress describing the proposed SA programs to support proposed legislation submitted for congressional authorization and appropriation.

Continuing Resolution Authority - For the purpose of this regulation only, the authority to obligate funds against the IMET or FMS credit appropriation for the fiscal year. This authority is granted by Congress in a joint resolution making temporary appropriation pending passage of the regular appropriation act.

Contract Field Services - U.S. personnel furnished under contract with private industry, which provides advice and training when skills are not available from DoD resources.

Country Liaison Officer - An officer or NCO of a foreign military establishment selected by his or her government and attached to a DoD or civilian activity for the primary purpose of assisting in the administration of IMS from the home country.

Cross-Service Training - Sequential training given by more than one MILDEP but included in the training program of the MILDEP providing the majority of training, exclusive of English language.

Current Fiscal Year - The fiscal year in progress but not yet completed, for example, between and including 1 October through 30 September.

Defense Security Cooperation Agency - The agency that performs administrative, management and operational functions for SA programs at the DoD level under the policy direction of the Office of the Assistant Secretary of Defense (International Security Affairs).

Disclosure Authorization - Authorization by proper U.S. authority for the disclosure of U.S. classified information to IMS who are APPROPRIATELY cleared AND CERTIFIED by their government for access to classified information, AS REQUIRED, AND IN ACCORDANCE WITH SECNAVINST 5510.34.

Execution Agency Identifier - A three-digit alphabetical code used to identify the MILDEP installation or funded command where training is to be provided.

Expanded International Military Education and Training (E-IMET) - Specific courses that have been identified as building democracies, promoting peace, and recognize human rights and are available to both military and civilian IMS.

Expenditure Authority - A document or authority from SAAC to implementing MILDEPs that allows expenditure against obligations previously recorded against an FMS case.

Extended Training Service Specialists - Those services performed by DoD personnel (normally on a permanent change of station (PCS) basis) who are technically qualified to provide instruction and training in the engineering, installation, operation, and maintenance of DoD weapons, equipment, and systems. ETSSs are not the same as mobile training teams.

Familiarization Training - Practical experience and job-related training for specific systems, subsystems, functional areas, or other operations that require hands-on experience, to include maintenance training conducted at the depot level. This training does not provide for skill-level upgrading, which is provided under OJT when special procedures are required.

Training Services - A generic term that refers to, either engineering and technical services, contract field services, or both.

FMS Administrative Surcharges - Surcharges for USG administrative service associated with the sale of any defense article, service, or training under FMS. Charges are separately recorded on the FMS case and changes thereto.

Follow-on-Training - Sequential training, following an initial course of training.

Foreign Military Sales - That portion of United States security assistance authorized by the Foreign Assistance Act of 1961, as amended, and the Arms Export Control Act as amended. This assistance differs from the Military Assistance Program and the International Military Education and Training Program in that the recipient provides reimbursement for defense articles and services transferred.

Formal Training - For the purpose of this regulation only, an officially designated course of instruction conducted or administered according to an approved course outline and training objectives.

Grant aid - Military assistance rendered under the authority of the FAA, for which the MILDEPs are reimbursed from the foreign assistance appropriation. Grant aid includes foreign military financing (materiel) and the International Military Education and Training Program (training).

Implementing Authority - The IMET order (for the IMET program) and obligation authority (for FMS cases) that authorize the MILDEP to implement programmed training.

In-Country Training - Training offered within the geographic boundaries of a recipient country and conducted by members of the U.S. Defense Department, other organizations, or contractors.

Informational Program - The DoD Informational Program that affords an opportunity for IMS to become familiar with the United States; its social, cultural, and political institutions; and its people and their way of life. It further increases IMS awareness of U.S. commitment to basic principles of internationally recognized human rights.

Initial Deposit - Money transferred to the credit of the Treasurer of the United States provided by a purchaser as part of the LOA acceptance. It is a partial or full payment for defense articles, services, or training.

Installation - For the purpose of this Guidebook, the term installation is synonymous with base, post, camp, station, activity, squadron, ship, unit, school, and facility.

International Military Education and Training - For this Guidebook, that portion of grant aid which includes formal or informal instruction for IMS in the United States or overseas by military or civilian personnel of the USG, and contract technicians or instructors through informational publications and media of all kinds, training aids, orientation, and military advice to foreign military units and forces. IMET is authorized under the FAA.

International Military Student(s) - A national of a foreign government, with military or civilian status of that government, who is receiving education or training, or is touring USG activities under the sponsorship of security cooperation. For the purpose of this regulation, the term trainee is synonymous with student.

International Military Student Officer - The U.S. DoD individual designated to coordinate and monitor education and training provided to international military students (IMS) at the local level and provide required administrative support for IMS.

Invitational Travel Order - A written authorization (DD Form 2285) for IMS to travel to, from, and between U.S. activities for the purpose of training under security cooperation.

Item Identification Number - A seven-character identifier assigned to each line of training in the Military Assistance Articles and Services List published by the MILDEPS. The first character is a letter that identifies the MILDEP offering the training (B -- Army, P -- Navy, D -- Air Force). The following six characters are numbers that identify the specific item of training. This identification number is used in all IMET and FMS training program and implementation documents.

Lease - An agreement for the temporary transfer possession and use of a defense articles to a foreign government or international organization, with the transferee agreeing to pay rent to the USG and to maintain, protect, repair, or restore the article, subject to and under the authority of the AECA, chapter 6.

Letter of Offer and Acceptance - The agreement by which the USG offers to sell to an eligible country or international organization defense articles, services, or training pursuant to the AECA. The LOA lists the items, estimated costs, and terms and conditions of sale. It provides for an authorized agent of the eligible country or international organization to sign as an indication of acceptance.

Living Allowance - An authorized allowance paid to an IMS while in training under the IMET program.

Military Articles and Services List - A Department of Defense publication listing source, availability, and price of items and services for use by the Combatant Commanders and military departments in proposing military assistance plans and

programs. (Separate MASLs are maintained for IMET and FMS training. These catalogs disseminate course identification, price, location, duration, and other data as established by each MILDEP.)

Mobile Training Assistance - Training assistance consisting of mobile training teams (MTTs), DoD civilian engineering and technical services (ETS), or contract field services (CFS) personnel used for training of IMS.

Mobile Training Team - For the purpose of this regulation only, a team consisting of one, or more U.S. personnel from DoD resources on temporary duty (not to exceed 179 consecutive days away from home station) to train IMS in the operation, maintenance, and employment of weapon systems and support equipment or in other special skills related to military functions. MTTs are not the same as technical assistance teams.

North Atlantic Treaty Organization Status of Forces Agreement - Reciprocal treaty applicable to IMS from all NATO countries, except Iceland, undergoing training in the United States. In addition to the United States, the NATO countries are Belgium, Canada, Denmark, Federal Republic of Germany, France, Greece, Iceland, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, Turkey, and the United Kingdom. Questions regarding the applicability of the treaty should be addressed to the MILDEPs concerned.

Obligation Authority - Authority on a DD Form 2060 (FMS Obligation Authority) or other document passed from SAAC to implementing MILDEPs that allows obligations to be incurred against a given FMS case in an amount not to exceed the stated value in this authority.

Observer Training - Special training conducted to permit IMS to observe U.S. DoD techniques and procedures.

Offer Date - The date that appears in block 7 of the LOA.

On-the-Job Training - For the purpose of this regulation only, a training process, whereby IMS acquire knowledge and skills through the actual performance of duties under competent supervision in accordance with an approved, planned program.

Open Sales Case - An FMS case, having any portion of the transaction incomplete.

Open Sales Offer - An FMS offer made to a foreign purchaser that is pending acceptance.

Orientation Tour - A tour arrangement for key foreign personnel that may be funded under FMS or IMET to acquaint them with U.S. organization, equipment, facilities, or methods of operation at various locations.

Outside CONUS - All geographic areas not within the territorial boundaries of the continental United States. As used in this regulation, OCONUS includes Hawaii and Alaska.

Paramilitary Forces - Forces or groups that are distinct from the regular armed forces of any country but resembling them in organization, equipment, training, or mission.

Professional Military Education - Career training designed to provide or enhance leader ship and the recipient force's capability to conduct military planning, programming, management, budgeting, and force development to the level of sophistication appropriate to that force.

Reimbursable Order - An approved DD Form 2060. Part A specifies the value of the order; these amounts must be reflected on reimbursement reports as an FMS trust fund reimbursement activity.

Security Assistance Management Manual - The DoD manual that contains policy guidance and procedures for programming, implementing, and reporting SA activities.

Security Assistance Organizations - DoD elements located in a foreign country with assigned responsibilities for carrying out SA management functions under the FAA and AECA. The term SAO is used in this regulation generically and applies to all such activities regardless of the actual title assigned (for example, Military Assistance Advisory Group, Military Group, Military Mission, Defense Representative, Office of Military Cooperation, Office of Defense Cooperation, Defense

Liaison Group, Security Assistance Organization, and Defense Attaché personnel designated to perform SA management functions).

Security Clearance - For the purpose of this regulation only, determination of eligibility of an individual to have access to U.S. classified information. IMS do not hold U.S. security clearances. The clearance specified in an ITO is that granted by the foreign government and not the United States. A disclosure authorization is required before granting an IMS access to U.S. classified information, and such access must be on an individual need-to-know basis.

Services - Support provided to a foreign government under security assistance, other than materiel items. Training is considered a service.

Standardization Agreement 6002 - An agreement ratified by 14 NATO countries: Belgium, Canada, Denmark, France, Federal Republic of Germany, Greece, Italy, Luxembourg, Netherlands, Norway, Portugal, Turkey, United Kingdom, and the United States (excludes Iceland and Spain). The United Kingdom and the United States ratified with reservations. This agreement establishes principles and procedures for the conduct and financing of common training.

Student Control Number - For DON accounting purposes, IMS are identified by an SCN, which is assigned when they report either to DLIELC for English language training, or to the first training course under the program.

Naval Education and Training Security Assistance Field Activity - (NETSAFA) has cognizance of SCNs, and numbers are obtained from that organization.

Technical Assistance Field Team - A DoD team or individual deployed on a PCS assignment of more than 179 days (usually for 1 year or more) to a foreign country to provide assistance in the operation, maintenance, and tactical employment of weapons systems and support equipment or in other special skills related to military functions.

Technical Assistance Team - A DoD team or individual dispatched for up to 179 days' temporary duty to place into operation, operate, maintain, and repair equipment provided under FMS. TATs will not be used to provide technical training or instruction (except for OJT) that is necessary to transfer technical responsibility to the recipient country.

Total Package Concept - The planning methodology that requires identification of spare parts, follow-on support items, training, and services required from USG or within the foreign country's resources to efficiently introduce and operationally sustain major items of equipment or systems.

Training - Instruction of IMS in the United States or overseas by personnel assigned to or sponsored by DoD. It also includes correspondence courses, training publications, training aids, and orientation tours.

Travel and Living Allowance - Those costs associated with transportation, excess baggage, and living allowance (per diem) of IMS authorized for payment under IMET.

Worksheet Control Number - A reference number used for data control purposes and assigned to each item of training in a country's program.

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 **Marines**

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